

Sample Letter of Interest

When contacting faculty, remember to also include a resume and, if requested, an official transcript. Keep your letter brief, professional, and informative. **First impressions are the most important!**

This is just a sample – remember to personalize your letter and say something unique about yourself. If you are writing this letter in response to a specific posting for an open position, make sure to mention that posting and give at least one solid reason why you find that project interesting and why you would like to be a part of it.

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Month 22, 2011

Dear Professor *Smith*:

I am writing to express my interest in becoming a *Research Assistant* in your research group. I have read some of your papers on *cross-cultural trends in recidivism among juvenile offenders*, and find the topic extremely interesting. You will find that I am *organized, reliable, conscientious, and energetic, with strong interpersonal and communication skills*. I believe that I would be a valuable addition to your research projects.

I am currently an *upper sophomore* and an *anthropology major* at John Jay, with a minor in *forensic science*. Although I have not had much research experience to date, I have taken *Statistics 250 (passed with an A)*, and I am taking *Research Methods and Trends in Recidivism* this semester. I also have a *3.8 GPA* and involved in the *Criminal Justice Club*. I am available to commit a minimum of *5 hours* each week to research and *up to ten hours* most weeks. I have attached my resume for your review.

Please contact me if there is additional information I can provide. My email address is: *ambitious.student@jjay.cuny.edu* and my phone number is *(212)555-1234*. I am eager to discuss research opportunities with you in the near future. Thank you for your time and attention.

Sincerely,
Ambitious Student