
Academic Cover Letter for Student Example

[Your Full Name]

[Your Address]

[City, State, ZIP Code]

[Phone Number]

[Email Address]

[Date]

[Recipient's Full Name]

[Title]

[Department]

[University Name]

[Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to express my interest in the [Specific Position, e.g., Research Assistant] role in the [Department Name] at [University Name]. As a [Your Year, e.g. Sophomore] majoring in [Your Major], I have developed strong skills in [Skills Relevant to the Position] and believe I would be an excellent fit for this opportunity.

My academic interests include [Your Academic Interests], and I have completed coursework in [Relevant Courses]. My experience working with [Any Previous Experience or Projects] has provided me with valuable insights into [Field or Subject].

I am particularly excited about the opportunity to work with [Name of Faculty or Project, if known], as it aligns with my long-term academic and career goals. I am eager to contribute my enthusiasm and dedication to your department.

Enclosed please find my resume and a letter of recommendation from [Recommender's Name, if applicable]. I look forward to discussing how my background and interests align with the needs of your team.

Thank you for considering my application.

Sincerely,

[Your Full Name]