**Research Assistant Cover Letter Sample 1**

**Caroline White**  
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**Mr. Rafael Garcia**  
**Central Ohio Community College**  
Warner Library and Student Center, 1179 University Dr, Newark, Ohio, 43055

Dear Mr. Garcia,

With great interest, I would like to submit my name as a potential candidate for the research assistant position you have advertised on your department's website. I have completed a Bachelor of Arts degree in Literature, and have worked for the past two years as an undergraduate assistant at the Cumberline College in Cleveland. I feel that my interests, education, and experience would make me an excellent fit for your department's needs.

In my current position, I work as an undergraduate research assistant, primarily in the college's library. I am responsible for helping students utilize the school database in order to find the information they need to complete their projects. Typically, I work with the faculty in order to make sure any type of research students might need for individual projects is available. The overall maintenance of an orderly and neat research library also falls upon my shoulders, as does the responsibility of making sure that all materials borrowed are returned promptly.

One of my most recent achievements in my current position is the creation of research criteria that is used college-wide for large-scale research projects. I've also been able to initiate and set up local career fairs, where students are able to talk to local employers. This is related to my abilities as a research assistant in the library, because much of their spring research queries focus on job searches and how to write a proper resume.

In my current position, I display exceptional organizational skills. Part of being a great research assistant is developing a very sharp eye for detail, and my job at the library has definitely enabled me to develop that skill. Every day, I practice my communication and interpersonal skills. Specific to undergraduate research, I have advanced database management skills, and am proud to be able to work with a variety of faculty members, students, and outside researchers.

In closing, I very much look forward to discussing the research assistant opening with you in greater detail. I am available by phone or by email. I can also be available for a Skype interview, if that would be convenient for you. My previous training and skills line up well with your stated need for a research assistant who is experienced in dealing with undergraduate students. For this reason, I believe our partnership would be mutually beneficial.

Sincerely,  
Caroline White