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5/27/2023

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Dear Dr. Lei Zhang & Dr. Matthew Apps,

My name is Christopher “Tyler” Short and I’m a master’s student at The University of Texas at Dallas (UTD). I earned a Bachelor of Science in Neuroscience from UTD in 2021 and will graduate with a Master of Science in Applied Cognition & Neuroscience this summer 2023. I’ve been an intern in lab of Dr. Francesca Filbey since early 2022, and am now an employed research assistant. I saw your job posting for a Research Associate on Twitter and immediately started drafting this cover letter.

The first paragraph should contain a self-introduction. Write who you are, where your expertise lies, where you found the job posting (or who referred you), and why you want to apply.

The second paragraph should respond directly to the job description. Describe how your relevant experiences, skills, and abilities help you meet the company’s needs. To make that easier, you can (and should) literally include words and phrases from the job description here.

* You can also include a bulleted list of your accomplishments
* Make sure you quantify (add numbers to) these bullet points
* A cover letter with numbers is 100% better than one without

To go the extra mile, research the company and try to find out what they are doing — and why — given the current state of their industry. Explain how you can fit into that framework, and help push the company forward and achieve any goals you suspect they have.

The final paragraph is the “call to action” portion of your cover letter. Inform the hiring manager that you’d love to get interviewed. Give them your contact information. Tell them you’ll reach out again next week if you don’t hear back. Thank them for their time.

Sincerely,

Richard Williams