

Example University  
Department of Research  
Prof. Dr. John Doe  
Research Avenue 45  
12345 Sample City

Dr. Jane Smith  
Sample Street 123  
14195 Berlin  
T +49 30 12345678  
jane.smith@fu-berlin.de

January 20, 2026

**Subject: Application for Research Position**

Dear Sir or Madam,

<!-- LETTER CONTENT STARTS HERE -->

Dear Prof. Dr. Doe,

I am writing to express my strong interest in the postdoctoral research position advertised by your department. I believe my research experience and expertise make me an excellent candidate for this role.

Currently, I work as a research associate at the Institute for Sample Studies at Freie Universität Berlin. My research focuses on **experimental methods** and *theoretical modeling* in the field of example sciences.

Over the past few years, I have:

- Successfully conducted multiple research projects
- Published articles in renowned academic journals
- Fostered interdisciplinary collaboration

I would be delighted to contribute my expertise to your team and work together on innovative research questions.

I am available for an interview at your convenience and look forward to discussing this opportunity with you.

Sincerely,

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Sincerely,

Dr. Jane Smith