

# Firstname Lastname

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**e-mail:** email\_addy@gmail.com | **website:** mywebsite.com | **cell:** 012-345-6789

Dear [PI],

## 1. Introductory paragraph

The first sentence should be a short, formal declaration of your intent to apply for the job opening/in the PI's lab, e.g. 'I am applying for the open postdoctoral position in your laboratory that was posted at [insert job posting location/website].' Next comes basic information about yourself, such as current position (e.g. graduate student), current place of work, PI/mentor/boss, and the date you are available. 'I am a PhD student in physics working in the lab of Dr. Advisor at Such-and-Such University. I am looking for employment immediately following my expected graduation in June this upcoming year.'

**2. What you expect to give to and gain from the position** Explain why you should be considered for the postdoc. Explain how your previous research experiences prepare you for a position in the PI's lab. Conclude by stating what you hope to gain from the job. Be as specific in this paragraph as possible; the items you list should be targeted to the specific position you are applying for.

## 3. Accomplishments

In this paragraph, you want to highlight your academic achievements. These include papers written, projects you've worked on that you're particularly proud of, fellowships, awards, etc. The idea is to convince the prospective PI that you have a solid history of putting out good work, and that that history will translate into future success.

## 4. Closing

Close the letter by courteously thanking the PI for her/his consideration, and that you look forward to hearing from her/him.

Sincerely,

[Optional slick signature]

[Your name]