[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

I am writing this letter to apply for the position of Biology Research Assistant at \*\*\* in the department of Biological Science. With a CGPA of 9.8 and strong subject expertise coupled with my will to learn, I believe that I am a suitable candidate for this post. \*\*\*\* has been at the forefront in providing an excellent chance for many scholars and researchers to complete their Ph.D. and research work, and you are always up to date with the latest technology developments in the field, and you are equipped with all the latest and sophisticated devices and tools used in the research process. I also am aware that this institute houses the most experienced and advanced biology laboratory. It would be a great learning experience for me to be a part of your research team. As you would see in my resume my strength in the subject, and my CGPA is an evidence of the same. During my undergraduate course, I worked as a research assistant and supported the researchers working at my University, and have completed several administrative tasks as well. My roles and responsibilities and area of achievement are as follows –

* Experience in conducting experiments in the research lab setting, and familiarity with the protocols and procedures that are used in the biology research labs
* Experienced in data entry and comfortable entering data into the database system
* Strong understanding of the research processes
* Skilled in conducting experiments, analyzing data, and preparing reports
* The ability to handle different types of equipment and software programs for data analysis
* Familiarity with the preparation of tabular columns and graphic presentations and written summaries pertinent to ongoing research

I am passionate about working in this field, and I assure you that my experience would enable me to hit the ground running and be a perfect match for your research team. I am sure that my background in biology and genetics would benefit your organization. Thank you for considering my application, and I look forward to hearing from you soon!

Sincerely,

[Your Name]

**Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com**

**Robert Smith**

**Biology Research Assistant**