**Robert Smith**

**Psychology Research Assistant**

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[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 to apply for the Psychology Research Assistant position with the University of Maryland. I discovered the opening on Indeed and would love to put my skills and experience in research and psychology to work for your team at this esteemed university.

As a Psychology Research Assistant at the University of Florida, I gained experience working directly with a team of researchers, professors, and graduate students as well as interacting with participants and subjects in our studies. My work was highly collaborative and included tasks such as scheduling appointments, assisting with data collection, screening volunteers, tracking subject recruitment, and maintaining databases.

I am skilled in conducting research using SPSS statistical analysis software and can prepare and present research materials using programs such as Microsoft Excel and PowerPoint. I also have experience recruiting subjects through various platforms including social media, email marketing campaigns, flyers, surveys, and more.

Achievements include:

* Prepared and analyzed data for studies on aging, gender, and substance use disorders
* Performed literature reviews and created reports on relevant findings using bibliographic software.
* Assisted with study design, instrument development, statistical analyses, and manuscript preparation.
* Administered cognition measures to older adults in a community setting.

My interpersonal skills are well-honed from my time as a Psychology Research Assistant at the University of Florida. I have a strong work ethic and enjoy helping others accomplish their goals. It would be an honor to bring my talents to your organization as a Psychology Research Assistant with the University of Maryland.

Thank you for your consideration; I look forward to meeting with you soon!

Sincerely,

[Your Name]