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| **robert smith****Undergraduate Research Assistant** | Phone:(123) 456 78 99Email: info@qwikresume.comWebsite: [www.qwikresume.com](http://www.qwikresume.com)LinkedIn: linkedin.com/qwikresumeAddress:1737 Marshville Road, Alabama |

[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 post of Undergraduate Research Assistant at the University of British Columbia, Okanagan Campus which was recently published on your official site. I am certain that I possess the abilities and qualifications you sought, and I'm looking forward to putting my expertise to work for your company. For the last two years, I've been a UG Research Assistant, working alongside a group of university professors on a study examining "The Impact of Mycotoxins on Humans and Animals at the Global Level."  I was in charge of doing literature reviews, data collection and analysis, and scientific paper writing. I've been employed as an academic tutor for the last three years, so I'm well-versed in working with learners of different age groups and abilities. Here are some of my professional highlights:

* I am familiar with fundamental laboratory techniques as well as sterilization and disinfection processes. I'm used to working with glassware such as pipettes, burettes, Petri dishes, and conical flasks.
* On the lab grounds, I can use weighing devices to weigh chemical components.
* I am capable of operating highly sophisticated autoclaves, incubators, microscopes, and centrifuges of differing versions.
* I am proficient in Gram staining, Microbial streaking, and spreading, along with plant and animal cell culturing techniques.
* I presented my research papers at an International Conference hosted by Chicago State University and was commended for my work and demonstration.
* During my third semester at Chicago State University, I was named "Dynamic Performer of the Year" for conducting research while balancing my coursework, in-house clubs, and volunteer activities. I am knowledgeable about computer software and have good technical and analytical abilities. I can take on new challenges and am agile. I can juggle and fulfill deadlines despite working in a high-pressure setting.

I am certain that I'm equipped with the skill sets and expertise required to succeed in this position. I am a driven and hardworking student who can work both individually and as a team player. I am extremely detail-oriented and have strong organizational abilities. I am thrilled to contribute my knowledge and experience to the University of British Columbia's research initiatives. Kindly review my résumé in the attachment. Thank you for your attention and time. I'm hoping to hear from you shortly.

Sincerely,

[Your Name]