

Joseph Li

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Professor Jackson
Sociology Department
Portland State University
P.O. Box 751
Portland, OR 97207

Dear Professor Jackson:

I am writing to express my interest in the research assistant position for the Work-Life Integration Project. I found this job posting through the CareerConnect at Portland State University.

I will complete my Bachelor of Science degree in psychology August 20XX. My courses in psychology have prepared me with the experience, knowledge, and skills to assist with your project. I have researched, written reports, and given oral presentations on subjects such as “Single Parent Employees” and “Employee Satisfaction with Onsite Daycare,” which relate to your own research. I have also developed strong computer skills over the course of my college career. I have six years of experience using Microsoft Office, and I have used Excel to collate statistical analysis in two of my courses.

My current work in customer service has helped further develop my communication skills, especially in difficult and stressful interactions. I have also strengthened my leadership skills through supervising and training new employees.

I am very interested in pursuing a career in research, and I believe this project would be an excellent fit for my skills and experience. I hope we can meet in person to discuss the research assistant position further. Thank you for your consideration, and I hope to hear from you soon.

Sincerely,

Joseph Li