

Cover Letter Applying for Research Apprenticeship

1. Please submit a different cover letter for each professor.
2. Cover letters are your opportunity to introduce yourself to an employer and to impress her/him that you are the best candidate.
3. Your cover letter should be short—typically no more than two or three substantive paragraphs.
4. It is important that the style and tone of the letter convey an image of professionalism.
5. Your cover letter should include the following:
 - (a) A salutation addressed to the hiring researcher (Dear Professor/Ms./Mr. ____:)
 - (b) An opening sentence that expresses your application for the position of Research Apprentice in the [Title] project.
 - (c) A first substantive paragraph that explains your interest and motivation to become a research apprentice to the professor in this particular project. You might explain how this experience fits with your career objectives, how this experience will advance your interest in a problem or issue in political science, and/or what you hope to learn from this experience.
 - (d) A second substantive paragraph that explains why you are a strong candidate. In clear narrative form describe your relevant academic training and highlight specific past academic achievements. For example, did you complete Political Science 30 with distinction? Have you taken specific courses that give you background or broad knowledge about a country or issue relevant to the research project?
 - (e) A third substantive paragraph (optional) might add additional relevant experience that you bring from outside the university.
 - (f) Finish your letter by indicating that you look forward to an interview.
 - (g) Sign off with a “Sincerely yours,” or “Cordially yours,” or similar closing, followed by your name, e-mail address and telephone number.