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1/10/2022

Engineering Undergraduate Research Office
500 Central Drive West Lafayette, IN 47906

Dear Engineering Undergraduate Research Office/ SURF Program,

Paragraph 1. Opening

- Express your interest in the position and briefly highlight why you are interested
- End with a thesis statement

Paragraphs 2-3. Body: Main qualification with supporting examples

- Skills pertaining to the project descriptions, relevant coursework and project experience
- Collaboration skills, work ethics, passion, and research interests
- Main achievements, especially those matching the requirements for the SURF program
- Career goals, interest in pursuing graduate education, and how research is aligned with them

Paragraph 4. Closing: Summary statement

- Summarize why you will be a valuable asset if given the position
- Reiterate the thesis statement
- Thank the reader for consideration
- Ask for interview

Sincerely,

John Doe

Additional notes:

- Read program requirements and project descriptions, and match the letter to them
- Pay attention to grammar, punctuations, font size, line spacing, page margin, etc.