

Steven Sample

Boston, MA

stevensample@bu.edu | 123-345-5678

Diane Joly
Research Manager
Research Foundation for Mental Hygiene, Inc
New York, NY

February 17, 20xx

Dear Ms. Joly,

The day I was accepted to Boston University, my grandparents cried, telling me that I was “entering through the front door,” as they had illegally immigrated to the United States 20 years ago seeking medical treatment. Their hope in coming to the US was that they could obtain the help they needed to treat my grandfather’s severe depression. Their journey has stayed with me and, since then, I have worked hard to gather the skills necessary to contribute to the field of mental health. My coursework at Boston University, research experience, and work with young people combine to give me the necessary skills to succeed in the Research Assistant role with the Research Foundation for Mental Hygiene, Inc.

Because this position entails interactions with adolescents, a strong candidate will need to have experience building trusting relationships with this population. Through my years as a camp counselor and, more recently, a patient advocate, I have interacted with hundreds of young people. My current position as a Patient Advocate requires me to have sensitive, confidential conversations with teenagers navigating the world of therapy. My role is to clearly communicate information to educate and empower them in making decisions over the future of their treatment. There are a lot of difficult moments, but my skills in active listening, empathy, and age-appropriate communication have allowed me to become a strong advocate.

Beyond my skills in relationship building, I also have experience in lab and research settings. My position as a clinical research recruiter exposed me to the importance of accurate data collection and analysis. Since I was responsible for the details of 300 participants, I was careful and exact in my collection. I double checked information regularly and relied on cross referencing paper and computer-based tools to ensure that my data was clean. The care that I took for the Blood Center Laboratory of Infectious Diseases Prevention at Boston University is the same care that I would take with data sets for the Research Foundation for Mental Hygiene, Inc.

I not only bring the technical qualifications to be a successful research assistant, but I also bring a commitment to furthering the treatment options available for mental health disorders, especially to the people of New York. Having grown up in New York, I have a deep desire to be a part of research efforts to expand access to adolescent healthcare. I welcome the opportunity to share more about why I think I would be a strong contributor to your team. Thank you for your time and consideration.

Sincerely,
Steven Sample