Research Job:

Hello, my name is **XXXXX** and I am a **XXXXX** major at **XXXXX** University, and I will be graduating in **YEAR**. I have a passion for **XXXXXXXXXXXXXXXXXXXXX**. I am seeking a position that will allow me to use the skills and knowledge I acquired not only as a student but as an avid researcher. I have been a research assistant for over **XXXXX** years as well as having completed **XXXXX** independent research projects. I am looking to pursue full-time employment in a research-oriented position after graduation that will allow me to **XXXXXXXXXXX**, and after learning about your organization's mission I am eager to explore possible employment opportunities.

Will your organization have any open positions for employment opportunities that will begin in **XXXXX**?

General Job:

Hello, my name is **XXX** and I am an **XXXXXXXX** major at **XXXXXX** University, who will be graduating in **XXXX**. I have a passion for **XXXXXXXXXXX**. I am seeking a position that will allow me to use the skills and knowledge I acquired not only as a student but as an employee. I have worked with **XXXXXXX** for over **XXX** years at **XXXXX** organizations. I am looking to pursue full-time employment in a rewarding position after graduation that will allow me to work with **XXXX**, and after learning about your organization's mission I am eager to explore possible employment opportunities.

Will your organization have any open positions for employment opportunities that will begin in the summer?