

# Timothy I. Lawson

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Date

Marsha Hamilton

Psychology Department

University of Michigan

[Mhamilton@michigan.edu](mailto:Mhamilton@michigan.edu)

734-000-0000

Dear Ms. Hamilton,

With this letter and the attached resume, I would like to express my sincere interest in the Psychology Research Assistant position you have available. As a detail-oriented and analytical professional with a Bachelor of Science in Psychology coupled with solid experience in test administration, data collection/interpretation, and administrative support, I have the knowledge and skill set to allow me to contribute toward the success of your research team.

Through my experience and educational background, I have become well versed in conducting psychological research and analyzing and coding data in a detailed and scientific manner. I specialize in the field of child development and have facilitated the success of numerous related tests, studies, and publications. Additionally, I have gained the ability to integrate superior organization and communication skills across all levels of research, enabling me to excel in both independent and team-oriented atmospheres.

The following achievements demonstrate my qualification for this position:

- Excelling as a Research Assistant for the Psychology Department at the University of Michigan, administering evaluative tests with children aged 2-6 to assess the development of theory of mind; scheduling tests, recording and coding study data, and organizing assessment tools and materials for optimal efficiency.
- Directly assisting Dr. Theodore A. Brockman, PhD, on multiple child development studies and serving as a coauthor on two research papers published in top-tier academic journals.
- Creating and continually updating a database and spreadsheet of preschool contact information for future testing purposes.

Thank you for your consideration, and I look forward to speaking with you soon. Please contact me at the information above.

Sincerely,

Timothy I. Lawson