

Get Involved in Research: Reaching Out

THE DO's and DON'Ts

DO:

- Have an informative subject line
- Be clear & concise (not too long!)
- Include your name, year, major and UID in the email
- Include an unofficial transcript and resume or CV
- Proofread for grammatical issues and other silly mistakes
- Use your University email address. It is professional and will not get lost in spam.
- Be formal in your writing as well as opening/ closing statements
 - Dear Dr. XX ; Sincerely, Your Name
 - Note, if you are unsure of the salutation, check the faculty page.
- When applying for an advertised opening:
 - Address any qualifications the professor is looking for
 - Demonstrate your experience
- When inquiring about a potential research opportunity:
 - State specifically your interest in that research group (you should read the lab's website and look through previously published work)
 - Explain why research is important for your goals and what you hope to get out of the experience.
 - Demonstrate what skills or knowledge you will bring to the lab
 - Ask to schedule a meeting or say that you will be coming to office hours

DO NOT:

- Include slang, abbreviations, or emojis
- Address the professor as 'Mr., Mrs., or Miss'
- Send a generic email to multiple labs or professors
- Be impatient. Wait at least 3 working days before following up.

GENERAL FORMAT:

Typically, your email will have three parts:

1. Introduce yourself and provide some information about future academic/career goals.
2. Tell them why you are contacting them. **Be specific.** Why do you want to work on their research? Do your homework (read their website, check out a recent publication) – Faculty know a template email when they see one.
3. Request a meeting to discuss research opportunities and thank them for their time.

EXAMPLES OF GOOD EMAILS:

(in bold is the text you fill in with details specific to you)

Subject: Meeting to discuss undergraduate research opportunities in **topic**

Dear Dr. **Professor**,

I am a **year** student at **university** majoring in **major**. **How you found out about the professor's research. Expression of interest in specific paper or topic.** I would appreciate the chance to talk with you about your research in **topic of interest** and about possible undergraduate opportunities in your lab.

My experience in **research experience or class**, confirmed my intention to develop my research skills and **goal**. I know you are very busy. We could schedule an appointment or I can drop by your office hours on **day and time**.

I have attached my resume and unofficial transcript. Please let me know if there is any other information I can provide. I look forward to talking to you soon.

Best,

Name

Subject: Possible undergraduate research opportunities

Dear Dr. **Professor**,

I am a **(year, major)** at **(university)** and I am writing to ask about opportunities for undergraduate research in your lab beginning **(time period)**. I have conducted

undergraduate research on **(topic)** with **(names)** in **(program or class)**. **(Expression of interest in the topic)**. I would like to continue a path of research on **(topic)** and would ultimately allow me to **(career goal)**. I am especially interested in your previous work on **(describe a paper or talk)**.

I have attached my CV and unofficial transcript to this e-mail, but if there is additional information that I have not included that you would like, I would be happy to provide it to you. Thank you for your consideration.

Sincerely,

Ambitious Student

Email address

Additional Information:

- [How to Email a Research Professor](#), Undergraduate Research Opportunities, University of Santa Cruz
- [RE: Your Recent Email to Your Professor](#), Inside Higher Ed
- [How to Email Your Professor](#), Wellesley College Project on Social Computing
- [How to Cold Email a Professor](#), Sarah Bhattacharjee, University of California, Berkeley