

Emailing Researchers

The following template is designed to help you compose an email to a professor or researcher in order to request a meeting to discuss getting involved in their research. Where there are blanks, fill in the appropriate information. Read your email before you send it to make sure there aren't any typos and that you haven't left any text from the template that shouldn't be included.

Dear Dr./Ms./Mr. _____,

I hope you are well. I am a [year in school] majoring in _____, and I am interested in gaining experience in your area of research. I have read some of your recent publications in which you investigate [research topics]. I have also learned a bit about you from your department website.

I am interested in your work [on/in] _____ because ...

[If you are looking for research for Bio 152, you might add something like: "I am taking Biology 152 in the Fall/Spring and am very interested in the possibility of working with you on one of your projects. I am able to work 10 hours a week for 2 credits of directed study."]

I would be grateful to talk with you about the possibility of working [in your lab/with you] on one of your research projects. I can volunteer up to _____ hours a week during the school year in exchange for [1-3] credits of directed study with you.

I have attached my resume and transcript for your further review of my academic and professional experience.

Please let me know if you would be interested in meeting to discuss the possibility of me [joining your research lab/team – or – working with you] and what a good time for you to meet might be. I have the most flexibility in my schedule on [days and times when you can be flexible].

Thank you for your consideration and I look forward to hearing from you.

Sincerely,
[Pre-Health Student]