

Emailing Researchers

The following template is designed to help you compose an email to a potential research mentor 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 are not any typos and that you have not left any text from the template that shouldn't be included. Perhaps most importantly, BE CONCISE!

Dear Dr./Ms./Mr. _____,

I hope you are well. My name is _____ and I am a [year in school] majoring in _____. I am writing because I am very interested in working with you in whatever research capacity you see fit or have available.

I am interested in your work [on/in] _____ because ...[add specifics about the research this individual has done/is doing and *why* it matters to you, both in the present and the future].

[If you are looking for an Honors-related research opportunity, you might add something like: "As a member of the L&S Honors Program, I have the opportunity to participate in research through (Summer Sophomore Research Apprenticeship or Senior Honors Thesis). Include a brief description of the opportunity you are pursuing.]

I would be grateful to talk with you about the possibility of working [in your lab/with you] to support any research you are undertaking. I can volunteer up to _____ hours a week during the [period of time in which you plan to conduct the research].

I have the most flexibility to chat in my schedule on [days and times when you can be flexible], however I could certainly make other days or times work if you were available for five or ten minutes.

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

Sincerely,

[Honors Student]