

Subject: Prospective Graduate PhD Student for Fall 2018: Research Interest in "----"

Dr. X,

I am, ---, eager to apply for the PhD program at The "X" University, USA. I have completed my BSc in ----- from X, Bangladesh with a CGPA of ---- out of 4.00. I have completed a research paper on "-----." Recently, the manuscript has been submitted to International Journal of -----." Recently two of my research papers("X" & "Y") abstract has been accepted for "Student poster presentation" in 4th International ----- . I would like to add that I am currently working on a review paper on ----. I have a desire to continue my education on ----- to pursue the PhD program to develop my engineering knowledge and career. I have found your research with a broad range of areas related to the fields of study I am aspiring to be educated and work effectively I am writing to you because I wish to have some more specific information regarding the research activities in these fields at your university, and my chances of admission to the Graduate program at your university. I would be happy to know whether you will be accepting new students into your lab. I would be grateful if you could spare some times in evaluating my credentials. A brief CV describing my works and research publications is attached to this email for your further consideration.

My credentials are as follows:

B.Sc. CGPA: ----/ 4.00 (Position- -----)

GRE score: --- (V- ---, Q- ---, AWA- ---)

IELTS score: --- (L- , R- , S- , W-)

My GRE score was unexpected. I was expecting 160+score on Quantitative Reasoning .Hope my academic results and research experiences will help to consider me as a condign competitor.

Thank you for your time and consideration. I am looking forward for your benevolent response. Your further reply to this mail will be a great source of encouragement to me.

Thank you.

Best regards,

X

প্রফেসর যদি ২-৩ দিনের মধ্যে Reply না দেয় তাহলে তাকে একটা ফলোআপ ইমেইল দিতে পারেন।

Dear Professor,

I sent you an e-mail three days ago. Perhaps, you could not read due to your busy schedule. Would you please kindly have a look at the email?

I am looking forward to your kind response.

Sincerely,

X

This one is collected from Mamtaj Akhtar