

UNDERGRADUATE RESEARCH OPPORTUNITIES

How to Email a Research Professor

Your email should:

- have an informative subject line
- be concise
- be formal: Dear Dr. Smith; Sincerely, Your Name
- not use Mrs. or Ms.
- NOT have slang, abbreviations, or emoticons
- if applying for an opening:
 - address any qualifications the professor is looking for
 - demonstrate your experience
- if asking for a research opportunity:
 - state specifically your interest in that research group (you need to read the professor's website)
 - explain why research is important for your goals
 - ask to schedule a meeting or say that you will be coming to office hours

DO NOT SEND THIS EMAIL

Generalized from an email to a UCSC Professor

Hi Joe,

My name is **Name** and I am a major in **Major**. Is there space in your lab for an undergraduate? If so, what is the pay rate?

Thanks,

Name

DO SEND AN EMAIL LIKE THESE

General email to a STEM professor

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

Generalized from an email to a UCSC professor

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

From University of Virginia, How to Successfully E-mail Professors

Dear Dr. Smith,

My name is David Wu and I'm a second year biology major at UVa. In my introductory and upper-level coursework, I've developed a passion for science and am extremely interested in pursuing independent research as an undergraduate. An extensive research experience will greatly help me consolidate my future career choice.

I am personally greatly interested in the molecular biology of stem cells. Recently I read your 2011 paper on the role of microRNAs in the differentiation of muscle stem cells and became fascinated by your work. In particular, I found it amazing that microRNAs can alter the fate of a cell in such a profound way. If possible, I would love to start working on a long-term project in your lab beginning this summer.

Would you be available to meet sometime this week to discuss your research? I would also be happy to volunteer in your lab for a few weeks before we commit to anything to see if this is a good match. My transcript and resume are attached in case you are interested. I look forward to hearing from you!

Thank you,

David Wu

Template from [UC Irvine Undergraduate Research Opportunities Program](#)

Dear **Professor X**:

My name is **Peter Anteater**, and I am very interested in becoming involved in research in **Subject Area**. I am a **X** year student with a GPA of **X**. I have taken **Courses** and **Additional Experiences**. My goal is to **Goal**.

I have reviewed your faculty profile and am interested in the work that you have done. I was intrigued by your journal article, **"Article Title."** It **Additional Information about Topic**. I would like to get involved in research in this area because it will help me to better prepare for **Goals**.

Would it be possible to meet with you to further discuss **Topic** and my possible involvement in research? I am available **Days and Times**. I look forward to hearing from you.

Sincerely,

Peter Anteater

Student ID

Address

Phone

Email

Additional links:

- [Tips for Writing a Contact Email](#), Office for Undergraduate Research, University of North Carolina, Chapel Hill
- [RE: Your Recent Email to Your Professor](#), Inside Higher Ed
- [How to Email Your Professor](#), Wellesley College Project on Social Computing

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