Cold Mailing Guide

1. Tips for Cold mailing:

1. Capture Interest Immediately: Begin your email with a unique opening that grabs attention within the first two lines. You can do this by either highlighting your notable achievements, research internships, awards, or by presenting a unique perspective relevant to their field of study.

For example, this is how I structure my first opening lines:
"I'm an undergraduate researcher having worked with top universities like MIT, Cambridge, NUS, IITs and several other universities like University of Pretoria, Uni of Lincon, etc, on AI&ML problem statements. With a very strong background in AI and Machine Learning I am confident that I can contribute well to your lab and research team by contributing to your research {**project name**}."

2. Introduce Yourself and Research Interests: Once you've captured their interest, introduce yourself briefly and outline your research interests. Be concise and informative, providing enough detail to pique their curiosity.

3. Mention Source of Connection: Always mention how you discovered the recipient's profile, whether through a publication, Google Scholar, or the university website. This shows your genuine interest and helps establish a connection from the outset.

For example :
"I am really interested in your projects that are listed on {source}: {project 1 name} and {project 2 name}, which led me to your publications on google scholar {publication}. I believe that my research expertise overlaps with what you work on which fascinated me a lot."

4. Reference Their Work: Along with mentioning your source of connection, reference a specific publication or research project of theirs that you have read and found interesting. Highlight the overlap between their work and your research domain to emphasize relevance.

For example:

"I have developed a strong foundation in multi-disciplinary Machine Learning research by working and publishing in the domains of Machine & Deep learning, Computer Vision, Image processing, Continual Learning, Generative AI, and Bioinformatics and my research quality and performance can be proved by the LORs I've obtained from all my previous works."

5. Timing Matters: Schedule your emails to be sent around 8 am local time of the recipient. This ensures that your message is more likely to be seen and considered during their active hours.

6. Keep it Concise: Avoid unnecessary fluff and focus on conveying your message clearly and succinctly. I usually keep my mails under 200 characters.

7. Target PHDs / Postdocs / Research Assistants: From my experience of sending almost over 5000 cold mails, the reply ratio I've noticed is:

Professors: 5-8%

PHDs / Postdocs / Research Assistants: 30-40%

This significantly increases your selection to work under a professor's PhD student or Postdoc with their university's affiliation so make sure you also write to students at these positions.

8. Avoid Direct Requests: Instead of asking for an internship or summer program outright, ask for scheduling a brief call to discuss how you can contribute to their lab / ongoing research projects. Use this opportunity to pitch how you can contribute to their ongoing projects and research endeavors.

9. Prepare Supporting Materials: Have a PowerPoint pitch or a portfolio website showcasing your past research projects and achievements available during the call to take the extra step. This makes it easier for them to assess your qualifications, prior work and knowledge.

10. Follow Up: Don't hesitate to follow up if you haven't received a response after a reasonable period as professors are usually busy and have packed inboxes. Politely remind the prof / student and express your continued interest in discussing potential opportunities.

11. Use an Academic CV Instead of a Resume: Draft an academic CV which can be upto 3-4 pages long highlighting all your academic achievements including research papers, projects, achievements, internships, etc.

2.   Templates for cold mailing

General cold mail for research

Dear Dr {name},

I hope this email finds you well. My name is {name} and I'm an Undergraduate researcher pursuing my bachelor's in computer science with a CGPA of {x.xx}. (only use this line if you have a CG above 9, if not then you can introduce yourself with the next line)

I possess experience working with several top universities like Massachusetts Institute of Technology, University of Cambridge, Indian Institute of Technology and also had to opportunity to research with National University of Singapore before.

I came across your profile through your publications specifically {pub 1} which also led me to your work on {pub 2} and after going through your google scholar profile, I'm confident that my skills align effectively with your research expertise and I promise you that my profile is upto the mark and matches with the standards expected for a research intern role under your guidance.

I have developed a strong foundation in multi-disciplinary Machine Learning research by working and publishing in the domains of Machine & Deep learning, Computer Vision, Image processing, Continual Learning, Generative AI, and Bioinformatics and my research quality and performance can be proved by the LORs I've obtained from all my previous works.

I would love the chance to discuss how my expertise can contribute to your team's ongoing research projects as a summer intern. I would be grateful to hear your thoughts.

Attached is my Academic CV, research statement and LinkedIn for your reference.
(Signature containing phone,linkedin,email)

Cold Mail to reach out through conferences/events/etc:

Dear Professor [name],

I am writing to express my keen interest in potential research collaboration during my visit to [University/Institution Name]. I will be attending [Conference/Event Name] at [University/Institution Name] from [Date] to [Date], where I will be presenting my research paper titled "[Your Research Paper Title]" in the field of [Research Area].

Your outstanding work, especially your publication [Professor's Publication Title] and your paper "[Professor's Paper Title]," caught my attention, and I am enthusiastic about the prospect of collaborating under your guidance. I have a

strong track record of working on reputable research paper publications in various areas of [Research Area], as evidenced by the letters of recommendation from my previous work.

I am available for in-person meetings and discussions during my visit, and I would greatly appreciate a brief meeting to explore collaboration possibilities.

Attached are my LinkedIn and CV for your reference, and you can contact me at [Your Email Address] or [Your Phone Number]. Best regards, [Your Name] (Signature)

Note: (I prefer keeping track of all the mails using an excel by populating the professor's name/email and keeping a track of the acceptances and rejections as the reply rate is usually about 5-10% overall, it's good to keep a track of who you've mailed to avoid repetitive mailing to the professors and also helps you track who shortlisted you and who did not)

3.   My cold emails

Mail 1 (short)

Respected Dr {},

I hope this email finds you well. My name is Jaskaran Singh Walia, and I recently came across your projects across KAUST's Summer program's application page.

I have worked with top universities like MIT, Cambridge, NUS, IITs and several other universities like University of Pretoria, Uni of Lincon, etc on AI&ML problem statements. With a very strong background in AI and Machine Learning I am confident that I can contribute well to your lab and research team by contributing to your research project.

I am really interested in your projects that are listed on the KAUST website: MACHINE LEARNING TECHNIQUES FOR DIVERGENCE-FREE FIELD RECONSTRUCTION and MACHINE LEARNING AND DYNAMICAL SYSTEMS, which led me to your publications on google scholar I believe that my research expertise overlaps with what you work on which fascinated me a lot.

I would love the chance to discuss how my skills and experiences could contribute to the success of your

research team. Could we arrange a brief virtual meeting or phone call at your convenience?

Attached is my Academic CV for your reference. Thank you for considering my application. I look forward to the possibility of connecting with you soon.

Jaskaran Singh Walia
Ph no: (+91)xxxxxxxxxx
Website: https://karanwxliaa.github.io/portfolio/
LinkedIn: https://www.linkedin.com/in/jaskaran-singh-walia-657696271/

Mail 2

Dear Dr {} ,

I was going across projects under A* and your projects that you are supervising at IHPC really peaked my interest. I believe that my research expertise and background in the relevant disciplines makes me a strong fit for this opportunity.

I have researched with National University of Singapore, University of Cambridge, Indian Institute of technology, University of Lincoln and many other reputed institutions/organizations and poses ample experience in the domains of Machine & Deep learning, Computer Vision, Image processing, Continual Learning, Generative AI, Bioinformatics, Algorithms, Computational Biology, ML for Healthcare, LLMs and Automation and my research quality and performance can be proved by the LORs I've obtained from all my previous works.

I have already applied for your projects under A* SIPGA
(https://form.gov.sg/64f6eed1fc972500111fd467)
Additionally, I have also attached my resume, website and LinkedIn to this email for your reference, which provides additional information about my academic and technical background.

I would appreciate the chance to meet with you (gmeet) and further discuss the project's details and how I can contribute to the team's success.

Thank you for considering my application. I look forward to the possibility of working under your guidance and contributing to this meaningful research initiative.

Jaskaran Singh Walia
Website: https://karanwxliaa.github.io/portfolio/
LinkedIn: https://www.linkedin.com/in/jaskaran-singh-walia-657696271/

Mail 3 (long)

Dear Dr {},

I am Jaskaran Singh Walia, an Undergraduate Researcher at Vellore Institute of Technology, India. I am writing to express my interest in potential research collaboration and the opportunity to meet during my upcoming visit to the University of Cambridge.

I will be attending the TAROS conference at the University of Cambridge from September 11th to 19th, 2023. During the conference, I will present my research paper in the field of Machine Learning titled "Optimized custom dataset for efficient underwater trash detection". Given the esteemed academic environment at Cambridge, I am excited about engaging with accomplished researchers such as yourself.

Your research work, particularly your publication Parallel materialization of a set of logical rules on a logical database and your work on Explainable GNN-based models over knowledge graphs greatly fascinated me while going through your profile. I would be grateful and enthusiastic about the prospect of collaborating under your guidance.

I have proven to be a very quick and adaptive learner and have worked on reputed research paper publications in several fields of Machine Learning like, Computer Vision, Image Processing, Continual Learning, Deep learning, Generative AI and Bioinformatics. My performance can also be proved by LOR's that I've obtained from all my previous works. This aligns my research interests in the rapidly evolving field of ML, and I believe with your expertise, this collaboration could lead to innovative outcomes.

Throughout my visit, I am available for in-person meetings on 12,16,17 and 18th September, discussions, and interviews to explore the prospect of collaboration. I value the opportunity to share perspectives and am adaptable to your preferred communication style.

If feasible, I kindly request a brief meeting during my time in the UK, I am willing to travel to Oxford, from Cambridge to set up a meeting as per your time and convenience on the mentioned dates.

Thank you for considering my proposal. I look forward to the possibility of connecting with you and exploring avenues for collaborative research.

Attached is my Linkedin, Website and CV for your reference. You can reach me at karanwalia2k3@gmail.com and +91-7708293783. Your time and consideration are highly appreciated.

Best regards,
Jaskaran

Let me know if you have any feedback for this content, you can reach out to me on my mail.

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