

Author Note:

This document was created by Elianna Bavuso in February 2023 using ChatGpt as a resource for ASDCC students to aid in furthering their academic, social, and professional goals. Please do not distribute this resource to students outside of the organization, as I am intending to eventually copyright & solidify this into an official resource for students with disabilities and a “leak” may lead to widespread use of this resource and therefore prevent that process. Thank you for using this resource responsibly.

EMAIL TEMPLATES

EMAIL / GETTING INTO A RESEARCH LAB

Subject: Interest in Your Research Work

Dear Professor [Name],

I hope this email finds you well. My name is [Your Name], and I am a student at [Your University/College]. I am writing to express my deep interest in your research work, which I came across during my studies.

Your work on [specific research area or project] has captured my imagination, and I find it to be of great significance in the field of [related field]. The innovative approaches and insightful results that you have achieved in your research have motivated me to learn more about it.

I am extremely eager to know more about your current and future projects, and I believe that your work would provide me with a valuable opportunity to learn and grow as a researcher. I am particularly interested in [specific aspect of their research that interests you].

I would be honored if you could spare some time to discuss your research with me, either in person or via email. I understand that you are a busy person, and I would be grateful for any time you can offer.

Thank you for taking the time to read my email. I look forward to hearing back from you soon.

Best regards,

[Your Name]

EMAIL / LETTER OF RECOMMENDATION

Subject: Request for a Letter of Recommendation

Dear Professor [Name],

I hope this email finds you well. I am reaching out to you today to request a letter of recommendation. I am currently in the process of applying for [program/school/job] and one of the requirements is a letter of recommendation from a professor.

I am particularly interested in having you write the letter of recommendation for me because of the impact that you have had on my academic and personal growth during my time in your class. Your unique perspective, guidance, and support have greatly influenced my passion for [field of study].

I would greatly appreciate it if you could provide me with a letter of recommendation that speaks to my academic ability, work ethic, and potential for success in [program/school/job]. For your ease of reference, I have attached my [resume/cover letter/transcript] below.

I understand that writing a letter of recommendation is a time-consuming task and I am deeply grateful for any assistance you can provide. If for any reason you are unable to write the letter, I would be happy to hear your thoughts and suggestions for alternative options.

Thank you for considering my request. I look forward to hearing from you soon.

Best regards,
[Your Name]

EMAIL / FOLLOW-UP LETTER OF REC REQUEST UPON NO/DELAYED RESPONSE

Subject: Follow-up Request for Letter of Recommendation

Dear Professor [Name],

I hope this email finds you well. I wanted to follow up with you regarding my request for a letter of recommendation, which I sent on [date]. I understand that you are likely very busy and may

not have had a chance to respond yet. However, I wanted to reiterate my request, as the application deadline is fast approaching.

I would be honored if you could provide me with a letter of recommendation that speaks to my academic ability, work ethic, and potential for success in [program/school/job]. Your insight and guidance would be invaluable to me during this process. I am grateful for the support and encouragement you have provided me in the past, and I am hopeful that you will be able to help me again.

Thank you again for your time and consideration. I understand that you are likely very busy, and I appreciate any assistance you can provide. I look forward to hearing from you soon.

Best regards,

[Your Name]

EMAIL / REQUEST TO USE ACCOMMODATION

Subject: Request for Accommodation in [Course Name/Number]

Dear Professor [Name],

I hope this email finds you well. I am writing to request to use my accommodation, [type of accommodation, e.g. extra time on exams, note-taking assistance, etc.], for [course name/number].

I would greatly appreciate your assistance in providing this accommodation, as it would help to ensure that I have equal access to the educational opportunities provided in your course. If you have any questions or concerns about this request, please do not hesitate to contact me. I am more than willing to discuss any issues or concerns that you may have.

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

Sincerely,

[Your Name]

EMAIL / MISSING CLASS DUE TO DISABILITY/CONDITION

Subject: Absence from [Course Name/Number] on [Date(s)]

Dear Professor [Name],

I hope this email finds you well. I am writing to let you know that due to complications with my [disability/condition], I will not be able to attend [course name/number] on [date(s)].

I understand the importance of attending classes and being present for lectures, discussions, and other course activities, and I regret that I will not be able to attend. However, my health and well-being require that I take time to address these complications and work with my healthcare provider to manage my condition.

I will be sure to catch up on any missed material and will communicate with my classmates to ensure that I am up-to-date on any assignments or tasks that are due during my absence. If there is any additional work or tasks that I need to complete to make up for my absence, please let me know and I will make sure to complete them as soon as possible.

Thank you for your understanding and support during this time. I appreciate your dedication to creating an inclusive and supportive learning environment, and I look forward to returning to class as soon as possible.

Sincerely,

[Your Name]

EMAIL / REQUEST TO MEET FOR OFFICE HOURS

Subject: Request for Office Hours Meeting

Dear Professor [Name],

I hope this email finds you well. I am writing to request a meeting with you during your office hours to discuss [briefly state the topic or reason for the meeting, such as a question about course material, clarification about an assignment, research project, career advice, etc.].

I am very interested in the [course/research/program] that you are teaching or working on, and I believe that meeting with you would be very beneficial for me. I am hoping to gain a deeper understanding of the topic, as well as receive your guidance and feedback on my own ideas and work.

If possible, I would like to meet with you during your office hours on [date and time], but if that time does not work, please let me know if there is another time that would be more convenient for you.

I appreciate your dedication to your students and your commitment to providing guidance and support to us. I am looking forward to meeting with you and learning more from your expertise and knowledge.

Thank you for your time and consideration.

Sincerely,

[Your Name]

EMAIL / REQUEST TO MEET WITH SAEO REPRESENTATIVE

Subject: Request to Meet About Issues with Accommodations

Dear [SAEO Disability Representative's Name],

I hope this email finds you well. I am writing to request a meeting with you to discuss an issue I have been having with my professors in regards to my disability accommodations.

[Provide a brief explanation of the issue you have been experiencing. For example, you could say something like: "I have been having difficulties getting my professors to provide the accommodations that have been approved by the SAEO. I have tried talking to them on my own, but I am not getting the results I need."]

I believe that meeting with you would be very helpful in addressing this issue, as you are knowledgeable about the accommodations and policies that the SAEO has in place. I would like to discuss the situation with you and explore strategies for addressing the issue and ensuring that I receive the accommodations I need to succeed.

If possible, I would like to schedule a meeting with you at your earliest convenience. Please let me know what dates and times would work for you, and I will do my best to accommodate your schedule.

Thank you for your time and consideration. I look forward to meeting with you and discussing this issue further.

Sincerely,

[Your Name]

EMAIL / REQUEST FOR FEEDBACK ON PROFESSIONAL WRITING

Subject: Request for Feedback on [Abstract/Paper/Proposal]

Dear Professor/Dr. [Name],

I hope this email finds you well. I am writing to request your feedback on [abstract/paper/proposal] that I have been working on.

I am very interested in your research in [field of interest], and I believe that your expertise and knowledge would be very valuable in helping me to improve my work. Specifically, I would appreciate your feedback on [briefly mention the aspect of the document that you would like the professor/Dr. to review, such as the clarity of the ideas, structure, methodology, results, etc.].

If you are willing to review my work, I would be happy to send you the document for review. I understand that you are very busy, so please let me know if this is something that you would be able to accommodate and what the turnaround time for feedback might be.

I appreciate your time and consideration, and I look forward to hearing back from you.

Thank you,

[Your Name]

EMAIL / REQUESTING INFORMATION ON GRADUATE PROGRAMS

Subject: Request for Information on [Graduate Program Name]

Dear Graduate Program Director,

I hope this email finds you well. I am writing to request your guidance and information about [Graduate Program Name].

I am very interested in pursuing a graduate degree in [field of interest], and I believe that the [Graduate Program Name] could be a great fit for me. However, I have some questions about the program, and I am hoping that you could provide some guidance and information.

Specifically, I am interested in learning more about the program requirements, the application process, the faculty members, the research opportunities, and the career paths that graduates from the program typically follow. Additionally, I would appreciate any advice that you may have for a prospective student considering the program.

If possible, I would like to schedule a zoom call with you to discuss these questions and any other questions that I may have. Please let me know what dates and times would work for you, and I will do my best to accommodate your schedule.

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

Sincerely,

[Your Name]

EMAIL / SUBMITTING A PROFESSOR COMPLAINT TO SAE0

Subject: Complaint About Failure to Follow Accommodations

Dear [Name of Disability Services Coordinator],

I am writing to file a complaint regarding my experience with Professor [Name]. As you are aware, I have registered with Disability Services and have been granted reasonable accommodations to assist me in my studies due to my documented disability.

However, despite my repeated attempts to remind Professor [Name] of my accommodations and to request that they be implemented, they have not been consistently followed. Specifically, [describe the accommodations that have not been followed].

This lack of adherence to my accommodations has made it difficult for me to fully participate in class and has negatively impacted my academic performance. I have attempted to address this issue directly with Professor [Name], but to no avail. I am now turning to Disability Services to request assistance in resolving this matter.

I request that this matter be investigated and addressed immediately. I am available to provide additional information and documentation as necessary. Thank you for your attention to this matter.

Sincerely,

[Your Name]

EMAIL / FILING AN ADA COMPLAINT

Subject: Request to Submit an Official Americans with Disabilities Act (ADA) Complaint

Dear [Name of ADA Coordinator or Title IX Coordinator],

I am writing to request information on how to file an official complaint under the Americans with Disabilities Act (ADA). Unfortunately, I have encountered a persistent and serious issue that is affecting my ability to fully participate in academic and extracurricular activities at [Name of Institution].

I believe that the institution has failed to provide me with reasonable accommodations for my disability, which has resulted in a violation of my rights under the ADA. Despite repeated attempts to address this issue with various individuals and departments on campus, I have not received a satisfactory resolution.

I am now requesting to submit an official ADA complaint in accordance with the guidelines and procedures set forth by the Department of Justice. I am willing to provide all necessary information to support my complaint and would appreciate any guidance or support you can provide in this process.

Please let me know what steps I need to take to begin the process of filing an official complaint under the ADA, and what documentation and information I need to provide. Thank you for your attention to this matter.

Sincerely,

[Your Name]

EMAIL / REQUESTING INFORMATIONS ON FELLOWSHIPS & RESEARCH

Subject: Inquiry About Fellowships and Research Opportunities

Dear Professor [Name] / Dr. [Name],

I hope this email finds you well. I am writing to inquire about fellowships and research opportunities that are available in your lab or department. I am particularly interested in pursuing research in the area of [specific research area that you are interested in], and I believe that the research being conducted in your lab would be an excellent fit for my research interests.

I am currently a [undergraduate/graduate] student majoring in [your major], and I have previous research experience in [briefly describe your research experience]. I am eager to learn more about the research opportunities in your lab and any fellowships that are available to support research projects in this area.

Could you please provide me with more information about the fellowships and research opportunities that are currently available in your lab or department? I would greatly appreciate it if you could provide me with any guidance on how to apply for these opportunities or any additional resources that would be helpful.

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

Best regards,

[Your Name]

ESSAY / 300 WORDS IMPACT OF SCHOLARSHIP

As a student with a chronic health condition, I have faced numerous challenges throughout my academic journey. However, with the help of accommodations and support services, I have been able to overcome these obstacles and maintain a strong academic record.

When I was first diagnosed with my condition, I felt overwhelmed and uncertain about how it would impact my life. I worried that I wouldn't be able to keep up with my peers or meet the expectations of my teachers. However, with the help of accommodations such as [accommodation examples], I have been able to succeed academically.

Receiving the scholarship would have a tremendous impact on my life. It would allow me to focus on my studies and extracurricular activities without the added stress of financial burden. In addition, it would give me the opportunity to continue advocating for individuals with disabilities and chronic health conditions. I am passionate about raising awareness and promoting accessibility, and this scholarship would provide me with the resources and support to pursue this important work.

Moreover, the scholarship would help me to further my education and career goals. As someone with a chronic health condition, I am keenly interested in pursuing a career in [career]. I am inspired by the impact that [mentors] can have on the lives of [target audience], and I want to make a difference in the lives of others who may be facing similar challenges.

In conclusion, receiving this scholarship would be a life-changing opportunity for me. It would allow me to continue my academic and career pursuits, while also providing me with the means to give back to my community and help others who may be facing similar challenges. I am deeply grateful for your consideration and thank you for the opportunity to apply for this scholarship.

ESSAY / 500 WORD SCHOLARSHIP IMPACT ESSAY

Dear Scholarship Committee,

I am writing to apply for the [Scholarship Name]. I am incredibly grateful for the opportunity to be considered for this scholarship, and I am excited to share with you how receiving this scholarship will impact my educational and career goals.

[Insert an attention-grabbing introduction paragraph that highlights your background and experience, and briefly touches on your academic and career goals]

First and foremost, receiving this scholarship will alleviate some of the financial burdens that come with pursuing higher education. As a [freshman/sophomore/junior/senior] at [Your College/University], I am pursuing a degree in [Your Major] with the goal of becoming a [Your Career Goal]. However, the cost of tuition, books, and other expenses can be overwhelming, and this scholarship would greatly ease that burden. With less financial stress, I will be able to focus more on my coursework and extracurricular activities, which will ultimately help me achieve my academic and career goals.

In addition to the financial benefits, receiving this scholarship will also allow me to take advantage of more opportunities in my field. For example, I have always been interested in [insert relevant academic interest or research interest], but the cost of equipment and materials has limited my ability to pursue this interest to its fullest extent. With the support of this scholarship, I will be able to invest in the resources and materials necessary to pursue my passions and excel in my field.

Finally, receiving this scholarship will give me the confidence and motivation to continue pursuing my academic and career goals. As a first-generation college student, I have faced many challenges along the way, and there have been times when I have doubted my abilities and my place in higher education. However, receiving this scholarship would remind me that my hard work and dedication have not gone unnoticed, and would motivate me to continue working hard and striving towards my goals.

In conclusion, receiving this scholarship would have a significant impact on my educational and career goals. It would alleviate financial burdens, allow me to take advantage of more opportunities in my field, and give me the confidence and motivation to continue pursuing my passions. Thank you for your consideration.

Sincerely,

[Your Name]

Here are some elements and themes that you might consider including in your essay about how receiving a scholarship will impact your educational and career goals:

1. Introduction: Start your essay by briefly introducing yourself and your current educational and career goals. You can also mention the name of the scholarship you are applying for and express your gratitude for the opportunity.

2. Explain your financial need: Describe your current financial situation and why receiving a scholarship would be a critical component to your educational and career success.
3. Discuss your academic achievements: Highlight any academic achievements or accomplishments, such as good grades, academic awards, or membership in honor societies.
4. Describe your career aspirations: Discuss your future career aspirations and how the scholarship will help you achieve them. You can mention specific job roles or industries that interest you and explain how this scholarship will provide the financial support needed to pursue your goals.
5. Demonstrate your passion for your field: Describe your passion and interest in your chosen field of study or profession. You can explain any experiences or events that ignited your interest in the field and how this scholarship will enable you to further explore and develop your skills and knowledge.
6. Highlight any extracurricular activities or volunteer work: Discuss any extracurricular activities or volunteer work that you have participated in and how they have helped you develop skills or character traits that will support your educational and career goals.
7. Mention any challenges you have overcome: Discuss any challenges or obstacles you have faced and how you have overcome them. You can explain how these experiences have helped you develop resilience, determination, or other important qualities that will support your success.
8. Conclude with gratitude: End your essay by reiterating your appreciation for the scholarship opportunity and how it will make a significant impact on your educational and career goals.

Remember to make sure that your essay is well-organized, clear, and concise. Use specific examples and avoid vague or generic statements. Proofread your essay carefully to ensure that it is free of errors and presents your best self. Good luck with your essay!

COVER LETTER / FRESHMAN WANTING TO START RESEARCH

Dear [Hiring Manager],

I am excited to express my interest in the research opportunity currently available at [Name of Research Program/Organization]. As a first-year student at [Name of College/University], I am eager to gain experience in a research setting and contribute to the advancement of knowledge in my field.

Although I am new to the field of research, I have always been curious and passionate about [Name of Field]. In high school, I participated in a research program where I developed my critical thinking, data analysis, and problem-solving skills. Now as a college freshman, I am more committed than ever to pursuing research opportunities and furthering my knowledge in this field.

I am impressed by the research conducted by [Name of Research Program/Organization], especially in the area of [Name of Area of Research], and I would be honored to contribute my skills and enthusiasm to the team. As an undergraduate, I am eager to learn from the experienced researchers and professors in your organization, and I am confident that my enthusiasm and hard work will make me an asset to the team.

I have attached my resume to this application and look forward to the opportunity to discuss my qualifications with you further. Thank you for your time and consideration.

Sincerely,

[Your Name]

COVER LETTER / RESEARCH

Dear [Recipient's Name],

I am writing to express my keen interest in [Name of Research Program/Scholarship] and to apply for a research opportunity or scholarship. As an aspiring researcher, I believe that this program/scholarship would provide me with the ideal platform to further my research interests and develop my skills.

As you can see from my resume, I have a strong academic background in [relevant field], with a [GPA or academic achievement]. I am particularly passionate about [specific research interest], and I have already gained some experience in this area through [previous research experience or relevant coursework]. I believe that [Name of Research Program/Scholarship] would allow me to pursue my research interests and contribute to the wider academic community.

I am particularly impressed by [Name of Research Program/Scholarship's] commitment to [specific area or cause], and I am excited by the opportunity to be part of such a dynamic and

innovative community. I am confident that I would be a valuable addition to this community, and I am eager to collaborate with like-minded researchers and scholars.

I would be honored to have the opportunity to discuss my application with you further. Thank you for considering my application.

Sincerely,
[Your Name]

COVER LETTER / FIRST JOB AFTER COLLEGE

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Position] role at [Company Name]. As a recent graduate of [University Name], I am excited to apply my academic and extracurricular experience to a professional setting.

During my time at [University Name], I had the opportunity to participate in several projects and activities that have prepared me for a career in [Field]. For instance, I was part of the [Club Name] where I worked on several projects that taught me valuable skills such as collaboration, communication, and project management. In addition, I took several courses related to [Field] that provided me with a strong foundation in the principles and concepts of the field.

I am also highly motivated to develop new skills and take on new challenges. I am confident that the opportunity to work with your team will allow me to grow both personally and professionally. I believe that my passion for [Field], combined with my academic background, strong work ethic, and eagerness to learn, make me a great fit for the [Position] role.

Thank you for considering my application. I would love the opportunity to further discuss my qualifications with you in an interview. Please feel free to contact me at [Your Phone Number] or [Your Email].

Sincerely,
[Your Name]

Here is an order and brief explanation of the themes and elements that you might want to include in a cover letter:

1. Contact information: Include your name, address, phone number, and email address at the top of your cover letter.
2. Salutation: Address your cover letter to the hiring manager or the person who will be reviewing your application. If you don't know the person's name, you can use a general salutation like "Dear Hiring Manager."
3. Introduction: Start with a brief introduction that explains why you're interested in the job and how you found out about it. You may also want to mention any personal or professional connections you have to the company or industry.
4. Body: In the body of your cover letter, focus on explaining why you're a good fit for the position. Highlight your skills and experiences that are relevant to the job, and provide specific examples of your accomplishments that demonstrate your value to the employer. Be sure to tie your experiences back to the job requirements and responsibilities listed in the job posting.
5. Closing: Close your letter by thanking the employer for considering your application and expressing your enthusiasm for the position. You may also want to include a statement about your availability for an interview and your willingness to provide additional information or references if needed.
6. Signature: End your letter with a professional closing, such as "Sincerely" or "Best regards," followed by your name and signature.

Remember that your cover letter should be tailored to the specific job and company you're applying to. Do your research and use the job posting and company website to help you identify the key qualifications and attributes the employer is looking for in a candidate. Then, craft your cover letter to show how you meet those criteria and can contribute to the company's success.

PROMPTS FOR CHATGPT

Modify the following text to fit with this prompt: Submit an essay of approximately 500 words describing how receiving this scholarship will impact your educational and career goals.

Here is the text: [Paste the text of your resume/CV/summary of your academic achievements here]

{Prompt gave a response that was satisfactory, but had incorrectly assumed my after graduation plans}

Can you rewrite this, taking into consideration the following information: [Paste correct information here]

{Response was good, but it was closer to 300 words than 500}

I like this text and style, but will you please rewrite it to be exactly 500 words?

Please write me an essay that fits this prompt from my resume:

Submit an essay of no more than 500 words describing the applicant's professional aspirations, any challenges the student has overcome in pursuing a degree, participation in campus activities and leadership roles.

Here is my resume: [Paste resume text here]

Please rewrite the following essay with consideration of this new prompt:

{In an essay of approximately 500 words, address your motivations in pursuing biology as your undergraduate major at VCU and your feelings regarding the value of your experiences as a biology major in thinking about your future.}

Here is the essay to revise: [Paste essay written from previous prompt]

Will you please update my resume to be more professional and to be relevant to the new information I give you?

Here is my resume: [Paste resume here]

Here is the updated information: [Paste information you want to add here]