



## Hello Everyone, Take Love from SlackaHead

একটা ইমেইলে যা যা থাকা প্রয়োজন-

### **Introduction**

The first step in emailing a professor for a scholarship is to research the professor who specializes in your area of study. You want to find a professor who has a strong research record in your area of interest, and who may be interested in taking on a new graduate student. Once you have identified a potential professor, it's time to draft your email.

### **Researching professors**

When researching professors, start by looking at the university's website or department page. Look for professors who have published papers or books in your area of interest. You can also use Google Scholar to find recent publications by the professor. Additionally, you can look for the professor's biography on the university website or LinkedIn profile to get an idea of their research interests and expertise.

### **Drafting the email**

Once you have identified a potential professor, it's time to draft your email. Your email should be professional and polite, while also expressing your enthusiasm for the professor's research. The email should be concise and to the point, while also conveying your background and interest in the professor's work.

### **Writing the subject line**

The subject line of your email should be clear and to the point. Use a subject line that will catch the professor's attention and make them want to read your email. For example, "Inquiry about potential PhD scholarship under your guidance" or "Application for MS program under your supervision."

### **The opening line**

The opening line of your email should be brief and engaging. Start by introducing yourself and explaining your interest in the professor's research. For example, "My name is John Smith and I am a recent graduate from XYZ University. I came across your research on XYZ topic and I was impressed by your findings."

### **The body of the email**

The body of your email should be well-structured and concise. Start by explaining your background and experience, including any relevant coursework or research experience. Next, explain your interest in the professor's research and how it aligns with your own research interests. Finally, ask the professor if they have any scholarships or opportunities for graduate students in your area of interest.

### **The closing line**



The closing line of your email should be polite and professional. Thank the professor for their time and consideration, and express your interest in hearing back from them. For example, "Thank you for considering my application. I look forward to hearing back from you soon."

### Proofreading

Before sending your email, make sure to proofread it for any spelling or grammatical errors. You want to make sure your email is professional and well-written.

### Sending the email

Once you have proofread your email, it's time to send it to the professor. Make sure to address the professor by their proper title and name, and include your contact information in the email signature.

### Following up

If you don't hear back from the professor after a week or two, it's okay to send a follow-up email. In your follow-up email, politely inquire if the professor had a chance to review your email and ask if there are any further steps you can take to be considered for the scholarship.

## HERE IS 7 SAMPLE EMAIL TEMPLATE YOU CAN USE

### Email Sample to Professor for Acceptance letter 1

Dear Prof. Dr. (write first name only first alphabet and last name full), I turn to you for the Master position on \_\_\_\_\_ university in the area of [name of your subject]. I am graduate BS (4 years) with majors in [name of your subject] from one of the best university of the country, [name of your university], Bangladesh ,In parallel to my thesis work I have published a research paper in the same domain of ----- as a first author in ----- . My journal paper ----- as a first author is under final review in ----- . Nowadays I am writing a research paper in collaboration of my supervisor based on my Master thesis and hoping to submit it soon. I have 'A' in Master research thesis (here you can mention your grades). I have read couple of publications ----- on your research work. Your research field "-----" really matches my research interest and is in parallel to my research work. I want to start my PhD at the University of [name of your university] under your supervision. I would be happy if I could join your team and if you too could consider me a potential candidate and give me an acceptance for the \_\_\_\_\_ Fellowship/Scholarship. I am attaching my CV, Research Proposal and



abstract of Master thesis along with this email. I want to pursue my career in research and academia in field of ———— after my PhD in future.

I will wait for your kind response. Thanks.

Yours sincerely, (Your Name)

## Email Sample to Professor for Acceptance letter 2

Respected Professor,

I am \_\_\_\_\_ from Bangladesh. I have done my Masters / MSc in the field of [name of your subject] my major was [name of your subject] from \_\_\_\_\_ university a well-known University in Bangladesh. I have gone through your profile and found that your research areas/ interests are well matching to my interest.

Even I can also do work on any topic just need your kind supervision and guidance. I am solely interested in doing research in \*MS \*or Ph.D. under your supervision for \_\_\_\_\_ semester 2025.

Now a days I am working as Research Assistant in \_\_\_\_\_ and working on [write your job responsibility] and also working on some publication they are under process soon I will publish them [write your research work – if you have].

I have prepared all the required documents. It will enhance my chances of my admission My CV is attached herewith. I would be very grateful to you if you will examine it. In case of any query or further processing, feel free to contact me.

Thank you very much for your time and consideration, and for any comments you could give me. I may request you to provide me an opportunity to pursue my higher studies under your kind supervision and having an acceptance letter from you will have a positive effect on my application package.

Waiting for your response. Thank You.

Regards.

## Email Sample to Professor for Acceptance letter 3

Dear Dr/Prof. \_\_\_\_\_.

I hope you are well. I have graduated in [add your specialization] from the \_\_\_\_\_ [add university name], Bangladesh and I am seeking admission to the PhD studies in \_\_\_\_\_ [add the specialization that you seek & the title of your research project]. My focus is on [add a sentence about objective/overall goal of





your research]. I found your research on \_\_\_\_\_ and \_\_\_\_\_ [add brief title of prof. article with a year in \_\_\_\_] very interesting/relevant/significant/revealing/insightful [add that word which seems relevant in a prof's case] with respect to my research interests. I believe there are a number of commonalities between my research interests and your specialization. I wonder if you would be willing to take me in as your Ph.D. student. I am attaching my research proposal and resume/CV for your consideration. I look forward to hearing from you.

Thanking you in anticipation. Best wishes,

Your name

#### Email Sample to Professor for Acceptance letter 4

Dear Dr. \_\_\_\_\_,

My name is \_\_\_\_\_ and I have completed my Undergrad in [name of your subject]. 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 [name of your subject]. Recently I read your [name of professor research work and year] paper on the role of \_\_\_\_\_ and became fascinated by your work. In particular, I found it amazing and If possible, I would love to start working on a long-term project in your lab beginning this Fall.

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

#### Email Sample to Professor for Acceptance letter 5

Dear Professor \_\_\_\_\_:

My name is \_\_\_\_\_, and I am very interested in becoming involved in research in [name of your subject] Area. I have reviewed your [name of professor research with year] and am interested in the work that you have done. I was intrigued by your journal article, . 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 my Goals. Would it be possible to further discuss [name of Article Title] and my possible involvement in research? I am available *Days and Times*.

I look forward to hearing from you.

Sincerely,

### Email Sample to Professor for Acceptance letter 6

Dear Dr. Professor,

I am a (year, major) at (university) and I am writing to ask about opportunities for 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,

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### Email Sample to Professor for Acceptance letter 7

Dear Dr. \_\_\_\_\_,

I am a senior [name of Subject] major at the University of \_\_\_\_\_. I am applying to the [name of Subject] program and am very interested in your work. After glancing at a few of your recent papers and your research summary I find your work with [name of Professor research] very interesting. Will you be taking on new students next year?

I have worked on several different research projects as an undergraduate in \_\_\_\_\_ lab at the University of \_\_\_\_\_. The \_\_\_\_\_ lab is interested in the [name of your research work] that [লাল কালার করা অংশে নির্দিষ্ট একটি বিষয়ের রিসার্চ এর ব্যাখ্যা দেখানো হয়েছে - আপনি আপনার রিসার্চ রিলেটেড কিছু কথা নিজের মত লিখবেন] **initiate Muller glia division post-light damage. My first research project was characterizing**



the role of leukemia inhibitory factor (LIF) in the activation of cell proliferation in the undamaged zebrafish retina. I am also working on several experiments that are related to a genetic screen that the Hyde lab plans on performing to identify mutants in the regeneration pathway—I am developing a neuroD4:EGFP transgenic line for use in this screen and I am characterizing the extent of damage and regeneration in sheer zebrafish retinas. Finally, I am characterizing the chx10:EGFP transgenic line during retinal development and regeneration.

Since I have found some of your work is related to my research, would it be possible to further discuss [name of Article Title] and my possible involvement in research?. Please find my CV attached.

Thank you for your time,

**IF YOU FIND IT HELPFUL, SHARE WITH  
OTHERS  
TAKE LOVE FROM SLACKAHEAD**