Dear Dr…,

My name is …. and I am a (freshman, sophomore, junior) at Hunter College. I’m a Pre-Health student who is interested in working in a research laboratory (Be Specific in What type of lab you want to work in Subtopic).  I recently read **some of your papers of your papers** (NAME THE ALL THE PAPERS YOU **HAVE READ BEFORE WRITING EMAIL** and I was wondering if I could meet with you to discuss the papers, your work and a potential opportunity to work in your lab. I am (list if you are in any type of special programs at Hunter (Macaulay, scholar Honors groups, Thomas Hunter, Major Honors) or if you are a recipient of any scholarship or award at hunter please list. in one to sentences add a reason why you are interested in a research opportunity (PRIMARY MOTIVATION). List if you have any prior research experience and what you did. (In addition, you can write about why you are qualified, what courses have you taken or will take, and/ or what type of volunteer work you do that has helped you decide you want to do research or skills that you have)

My availability is as follows:

 List times when you are free for times at least for two weeks ahead of time

 Please choose a time that works for you. In addition, I am attaching my **CV** for your perusal.

I look forward to forward to meeting with you.

 Regards,

YOUR NAME

SIGNATURE INCLUDING

Full name

(Class or Major or Honors if any)

Student Email

Phone Number (optional)