# Academic email

Subject line: e-introduction with operation research PhD student//interested in your work

Email structure has **(1) subject line and** **(2) body of the message and (3) attachments**

**(1) subject line**

**(2) body of the message**

Dear Professor X, My name is…my background is…[3 sentence bio]. I am interested in your work… I have expertise in...which can provide value to your work... Could we speak briefly (30-minutes) via Zoom? When is good in X time zone? Thank you very much,

Could we speak briefly (30-minutes) via Zoom? When is good in X time zone?

Time zone: ET, CT, PT -- time zones in America

Usually Outlook email Microsoft Outlook

Outlook calendar invite with Zoom link

I can be available in the evenings or weekends.

I cannot be available in the evenings or weekends, so that maybe they say can talk to you on saturday at 11:00 am。

They use microsoft outlook, and they have a calendar within their email, and they want if you make an appointment with them to send them an outlook calendar invite. So after someone tells you, I can meet you at this time, they **want you to send a calendar invite that has the zoom meeting link.**

**(3) attachments**

I suggest attaching your CV

You can end the email:

Attached is my CV for your reference.

**(4)aim**

let your work speak for itself

let them see your value and contributions to the field

Market yourself

social media is all about marketing

(5) I have studied that contact Professor early, not only for seek the post-doctoral job, but also make friend (maybe you can discuss the interested work, then cooperation work for paper).

### 20221206-Academic email.mp4

Susan 00:01  
Hello. How are you good? How are you? I'm fine. So would you like to draft like an email template that you could use to send to professors regarding the pope?

Kai 00:19  
I'm pretty pleasure to do this. I think I do this is very well.

Susan 00:30  
Yeah, thank you. What do you think like the subject line? Should say。

Kai 00:38  
email to to the professor to send the academic email, the structure of the academic email.

as I think so.

Susan 01:02  
with the email, there is the subject line, and then there's the body of the message. What do you think the subject line should say?

Kai 01:14  
Gentlemen and your, ii think your aim and she's do。

Susan 01:25  
you want me to tell you what I would say? Or we can brainstorm?

Kai 01:31  
Yeah, I think that we can breathe storm and you can help me to change, because ii have send some email for some in academic email, for some professor. Bye, bye, english.

Susan 01:58  
So then I would say something like introduction with phd student. Your background is in operations research or like how we do, okay? The introduction with operations research, phd student interested in your work. Like that's something that I would quite as the subject ..

Kai 02:31  
Yeah. And then.

Susan 02:33  
so for the body of the message, what would you say?

Kai 02:42  
Can you say again? Sorry.

Susan 02:48  
like the email structure has the subject line. Yes, and has like the body of the message.

Kai 03:01  
You see, what's the body of the message? Yeah, ii yeah, just like you say, have three parts, subject, line body of the message, and the attaches attachments. I always do have these three parts. For example, I apply for some no in maybe ii don't know in america and in chinese. During the pd do study you. Government gave me the chance to apply the government financial, to support us, visit some international group.

So 2 year ago, I apply the 1 year's opportunity to visit the just ii I have shared this story with you. And so I think the man, the email, such the email structures, as you see, these three parts to some professor, ii think they are very good for me or they are suitable for me. Yeah.

Susan 04:29  
You've already sent like introduction emails before. Yeah. This facing doesn't like show when I paced it into campley. But I would start by saying like dear professor, so and so my name is kai. My background is in have that three sentences about your bio and then asked them if tell them what you're interested in about how their research aligns with your research, or where you see like an opportunity.

Kai 05:04  
Yeah, you are right, how the research is similar, a relative with your research and where they say opportunity that just like I always do this way. Maybe I think this is a trick. And this trick can in interest them to contact me and discuss with me, because do this way, they think I can make the benefit for him. Yes.

Susan 05:39  
And then ask them, if they could speak with you, I wrote zoom, but you might use like teams or skype. And ask, one is a good time and tell them.

Kai 05:50  
I think the zoom is more popular. I have this, I I have being interview with some professor. They always use the zoo.

Susan 06:03  
Okay, so that asked me unsume and like one is a good time and let them know that your time zone.

Kai 06:11  
I will follow the profession. I I have this issue. Ii happened these issues, such as the chinese time zoo and the american time zone. We can use some the international standard time zone. Maybe you tell me this is the americans time the data.

So ii will follow your way and I will check the data according to the chinese day data. And I will, yeah, like。

Susan 06:59  
right now I am in philadelphia, pennsylvania, mhm. So I live on the east coast. And I think i'm like 12 hours difference with your time. So or maybe it's 13, because it's 6:38 pm but I think it might be 7:38 pm for you. But then I have eastern time zone, then there's central time zone, which is an hour behind me. So there are 538, and then pacific time zone. I think it's like 3:39. So it's good to ask what time zone they're giving their.

Kai 07:46  
You are right. And in another way, we know and the zoom are the google meeting. If you book this, they will give you the website of the link. You put this link to the professor. They quickly, it will show the time for them, and they will follow this way, just like they, maybe it's similar.

And to ask what's the time zone。

Susan 08:22  
and the other thing to say to them, too. And the email is, I cannot be available in the evenings or weekends, so that maybe they say can talk to you on saturday at 11:00 am。

Kai 08:34  
yeah, you are right. And maybe in the free time. Yeah, maybe I we will ask the the professor somebody to discuss the meeting in the free time, maybe. After dinner, they have the more probability to discuss to have the chance to dis, give me a chance to discuss.

Susan 09:05  
Then the other thing is, as professors, they like, they use outlook email. I don't know if you use outlook email. Soft.

Kai 09:18  
Yeah, iii know this way. However, I don't use this. Maybe I use the my my school email. They have also have this trick and I can book maybe something they can help give me the. I forgot this way. Remind. He remind me to do something. Yeah.

Susan 09:55  
Yes. So what professors, at least in the us like to do? And i've seen this with multiple of them. They use microsoft outlook, and they have a calendar within their email, and they want if you make an appointment with them to send them an outlook calendar invite.

So after someone tells you, I can meet you at this time, they **want you to send a calendar invite that has the zoom meeting link.**

Kai 10:25  
call court look kinder for them. Yes, ii know you say these days. Maybe ii need to study this year. I don't follow this way here. Thank you.

Susan 10:45  
When they tell you their availability, try to send them an outlook calendar, invite like as fast as you can, so that you can get on their calendar.

Kai 10:56  
Yeah, just like you say, if I ii can follow with you if I for send the outlook calendar for him for here, he will check. Maybe in this time, they are busy afraid if they free. Can ask agree with me to give me the meeting a chance. Yes.

When are you going to email on? I think the is morning, I think the in your time, maybe is the 80, sorry, is 8:00 and 9:00 am yes. Yeah, I I will book the email time and think send it in the facts. Makes time. Maybe I will choice the eight and nine, I thinks. Maybe ii forgot, maybe someone tell me aa scene from the some social media. I think this way as people, all most people like to check the the email, maybe. He says he have the say this, maybe they he will think something.

Susan 12:37  
I think that's great. This sunday in the morning. So tomorrow, or when are you going to send these emails?

Last thing? Attachment?

Kai 12:54  
I think the touch things about I was my cv and the second is the relative worker with you. Yeah, I will make the world. And maybe they say, will the benefit if they are interested? She is interested with me, I at me work. Maybe he will click the my cv and maybe I think the another is, I think the only the cv is something important thing I can, right? In the body of the message.

Maybe the relative with his work, maybe I will read the important thing, maybe just like the . 1, . 2 . 3. If because he have a good impulse and the in our field, he know my work. Not rather, I to show some detail thing for him. And then he interested with me and he click my cv he know what I have done. And then he can choice to gather with me aaaa another way.

Susan 14:38  
I think that's a good thing. So attach your cv。

Kai 14:45  
yeah, just like you say, I think if the first an email with some strange person, I think it's simple and is the standard. Just like you say, you gave me the email structures. They are good. Yeah.

Susan 15:10  
And then there are certain things you can change from email to email. Like you can change like how your research is related to theirs.

Obviously change who their name is.

Kai 15:24  
I think this is aa example. If you write example, you can do this example to change the name, to send it to the different professor. Ii do this way.

Susan 15:46  
And then, so what are your next steps? Like, are you going to email them today? No.

Kai 16:01  
Yeah, because iii first, I think I need to check where have the post doctors, a job? So I need to send my email to him or he, yeah, I think I need to do this is first is maybe rather than do to send email or something. Ii don't know, maybe ii need to know. They need a post doctors for work together with their team. Okay?

Susan 16:51  
So i'm just going to tell you, I understand, like I would have said that too, like I wanna search and see, do they have a postdoc posting? I don't want to just reach out to them, but it's good to reach out to people because they might be able to **create a post opposition**.

Kai 17:12  
Because, yeah, they work with you.

Susan 17:14  
They wanna work with you.

I did something like what you're doing right now is you're creating roadblocks to not do it, and you need to rip the band aid off and just do it and send it to a few people, like maybe three people, like you find three people that you're not that interested in, just but don't worry. It's not a big deal. Like it seems like it's a lot, but it's just I I have to tell myself these things too, like I build it up in my head to make it seem like it's so big. It's a big deal. But just like, don't worry about it.

Kai 17:58  
Thank you.

I think this is the way this don't have. The if they fill me are so excellent, they will create the job for me. Ii will follow your way and maybe I always sit in the chinese environment. I I sometimes I will follow the the law rather than to correct the job for me. So I need to do this. Yeah. Thank you.

Susan 18:32  
And the other thing, too, is even if they don't have a postdoc position, take it, view the meeting as an opportunity to network, because they might know someone else that needs a postdoc, or they might email you in 2 years and say, I wanna write a conference paper with you, or I want to do this with you. So take it as an opportunity to meet people and to get your name out and to market yourself.

Kai 19:07  
Yeah, you are right. The good way in market yourself.

Let the In this month, no, you exempt exactly.

Susan 19:19  
Yes, let them know that you exist and also like just let you know, let your work speak for itself and like let them see your value and contributions. Okay.

Kai 19:38  
Yeah, good way. So need to discuss, I think that I'm the II'm the fresh guy in this field that I have the the enough time to do work with you. Yeah. And also I have the ability to work with you. So just like you see, I don't to only focus on post doctor job. It's also and beyond work together with him have some cooperation. And in another way, even they will think they are good.

See you introduce the job for me. Maybe it's to his friend, yes.

Susan 20:29  
and it's okay to like tell them at the end if they say it was so great meeting with you. I don't have any postdoc positions right now, but I might in the next 3 to 6 months and I will keep you posted. I will let you know, and you can also say, thank you. That would be great. Also, if anyone else that I should reach out to, like, please, let me know.

Kai 20:54  
Good way. Thank you. I think the post doctors, this is the, I think is a valuable job year, is a depend on the professor year. They can create in any time if they need.

Susan 21:21  
It's kind of unstructured time.

Kai 21:31  
Good way. I think the just like I see, I think the early time you tell me to join the some professor, they are older rather than the younger, their group is bigger than small.  
And they have the large program.  
If so, they have the enough money to support or to hurry, the poster, doctor, doctors, doctor. He have the enough money to seek the post doctors, job for what's the some guys? Yeah.

Susan 22:23  
So I reach out to people. And then if you would like, I'm always happy to practice with you how I think the interviews go, like they're going to say like, hi, kai. It's really nice to meet you. I was great getting your EMAIL. Tell me about yourself. Yeah, why did you contact me? So it's good to kind of have like a script, like a story that you want to share.

Kai 22:50  
Yeah, I just let me see if he contact with me. I will share. The first, I will show the relative work. I think I will make the benefit in some field. If I work together with you, I think this focus on, and maybe I think the first I will introduce myself, maybe like me the bill.

Yesterday, I write the bill, follow your way.

So I'm next time II will show you. And II I think so if I he contact me and I said the relative research and a benefit things with him. He will ask me some question. I will answer the question. Guys, yeah. Yeah.

Susan 23:59  
You said like that you're working benefit or make sure that you say like I have expertise in my background is not just in like industrial engineering or system. In operations research, I also bring my background in computer programming and like make sure that you brag about yourself.

Kai 24:25  
Yeah.

Susan 24:29  
Like you should tell them like what your degrees are in, what your expertise is in what your dissertation is about, what value you can add to the research.

Kai 24:40  
I think the good word, bright Frank. Yeah, just like you say, I say maybe my tutor always tell us not to be need to sometimes we need too confident and to bride your work. And the people like this way, they feel you are confidence. They think you can overcome the problems. Yeah, with him, not maybe I think the most time these people just like the you speed, you sell, you introduce your work with a confidence as a state.

Susan 25:37  
So then you talk with them, you meet with them. After you meet with them, send them an EMAIL. Yeah, to say like, thank you for your time. It was nice meeting with you and hearing about xyz please keep me. Please let me know if you have any opportunities or if anything comes up. Yes, to connect you and then say, like I would like to work with you in the future. Kindly chi.

Kai 26:08  
Yeah, you're right. Thank you. Yeah, I think the YouTube you teach me the good way how to send write the EMAIL and to discuss with the EMAIL. And maybe I think the important thing, maybe I know something. I think the important thing I got as I not only focus on the job, but also to no, and maybe make a friend with this professor maybe.

Yeah, in the future, we can work together to write the paper. Maybe he can support me. And maybe in the future, I have the program. We can cooperation to do it. And no, like your friend, more academic friend Mao in your feild, you will be a famous , just like you see, you will sell your Mark in the market, your market, and you will be, if more and more people in know in your field you will become more important if I think the yeah, just like II think thinks they say we is in the Chinese year even they some guy do not the some important work.

However, he's very famous in your field. People think he is good. Maybe it's not. I think the true a judge, a person's achieve is not only his by his paper, but also By another way. Maybe he is have the goods, social media with some academic papers. Maybe he is good to make the meeting for our field people. Maybe he can make the another work for us. I think that it is also important.

Susan 28:26  
It's good to, like when you meet with them, just show off like that you're excited, and that you work really hard, because people that are excited, people that work really hard, everyone wants to work with them.  
No one wants to work with someone like that doesn't seem like that excited.  
So when you meet with a professor like, it's good to be like I'm so excited like I'm really happy to meet with you and just show through off.

Kai 29:08  
Yeah. Good words. Ii will do this. I think the every time if I think the first time I feel nervous and gradually I will feel confidence. Yeah, III hope to share my work with him. I hope to work together with, I think the I think it's exciting and to do this. Yeah.

Susan 29:36  
I think you can do it, so you just have to tell yourself I can do it. I'll talk to a few people that I don't care about first. And then i'll get the hang of it.

Kai 29:47  
Yeah, you're right. Thanks. Give me this the so much. Suggests for me. Yes.

Susan 29:56  
Great. We will keep in touch and EMAIL people. Yeah.