

Research Opportunity Request E-mail

The following template is designed to help you compose an e-mail to a professor or researcher in order to request a meeting to discuss getting involved in their research. Where there are blanks, fill in the appropriate information. Read over the text once before you send the e-mail to make sure that there aren't any typos and that you haven't left in any text from the template that shouldn't be included.

Dear Dr./Ms./Mr. _____:

I am a [year in school] majoring in _____ and I am interested in getting some experience in your area of research. I read about you on your department website and am interested in your work [on/in] _____ because....

[If you are looking for research for Bio 152, you might add this: "I am taking Biology 152 in the Fall/Spring and would like to talk with you about the possibility of working with you on one of your projects. I am able to work 10 hours a week for 2 credits of directed study.]

I would like to talk with you about the possibility of working with you on one of your research projects. To get this experience, I am willing to volunteer up to _____ hours a week during the school year in exchange for [1-3] credits of directed study with you.

I have attached my resume and transcript for further review of my academic and professional experience.

Please let me know if you would be interested in meeting with me to discuss this and a good time for you to meet. I have the most flexibility in my schedule on (fill in the days when you can be flexible).

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

Sincerely,
Bucky Badger