

Write professional emails to potential mentors

Your email should be able to answer the following questions. Remember to be concise.

- What is the purpose of your email? (If the research opportunity was posted on a job board or other website reference that here.)
- Why are you interested in the research topic and/or what you hope to learn from the experience? *Be sure to customize this for each research group.*
- Do you have any previous experience or skills relevant to this opportunity? (If you do not have previous experience there is no need to mention it in the email.)
- What is your anticipated time commitment (hrs/week, number of semesters)? Would you like to earn credit for your research experience? Would you like to volunteer as a researcher?

Structural aspects of the email:

- **Greeting**- always address the research mentor as Dr. or Prof. and their last name. Use “Dear” or “Hello” as a greeting.
- **Closing line**- examples include “I look forward to hearing from you”, “Thank you for your time”, “Sincerely”.
- **Email Signature**: Full name, Major/minor, Academic year in college or your expected graduation date, GPA (optional), University email address