

Template email to faculty to inquire about research position availability

Dear Professor X,

Introduce yourself

State where you learned about their opportunity (if applicable). Share that you read their research profile. Connect with their research/desire to learn/ etc.

Provide information about when you can begin, hours per week, volunteer/paid-work-study?/ course credit.

Desire to meet with them.

Sincerely,
Your Name

Example 1 email to faculty to inquire about research position availability

Dear Dr. Last Name,

I hope your summer went well! My name is First Last, and I am a rising sophomore planning to major in biology. I'm currently a volunteer at University Hospitals for Rainbow Babies and am also interested in finding a research position for the fall semester. I noticed your research in regards to gene expression and have been drawn to your studies because I want to be involved in the field of developmental biology and genetics.

Your research involving the *Drosophila melanogaster* is particularly interesting because I learned about this organism in Biology lab as it relates to gene expression. It would be exciting to apply what I learned in class to this field of study. Since this type of investigation concerns important aspects of biology and its future, it would be exciting to be a part of your investigations.

If you are looking for any undergraduates to assist you with your research, I would greatly appreciate it if you considered me as a candidate. While I am very willing to volunteer, I have a work-study award, so I would prefer to be paid if at all possible. I am eager to be part of a research team where I can learn and be involved in a topic that intrigues me. I am able to work up to 8-10 hours a week. I have also attached my résumé. Thank you for your time.

Best Wishes,
First Last

Example 2 email to faculty to inquire about research position availability

Hello, Dr. Last name,

I hope you are having a great week so far! My name is First Last, and I am a second-year student at CWRU pursuing a Bachelor's degree in Neuroscience with a minor in Childhood Studies. I am really interested in going into pediatrics as I find children inspiring and strive to give them a comfortable environment where they feel safe and healthy.

I noticed on the URO Opportunity Spreadsheet that you are currently conducting research about pediatric sepsis and diseases that cause immune system compromise. If you still have an open position for undergraduate students, I would be very interested in volunteering in your laboratory for the spring semester. I am eager to learn and would be willing to dedicate 10 hours a week to the lab, but I am flexible!

This upcoming semester I will be a Rainbow Volunteer on the Hematology unit, so I believe I will be the perfect fit! At CWRU, I am currently taking Neuroscience and organic chemistry courses. In the past I have completed Introduction to Epidemiology, Child Psychology and Child Policy Classes in addition to basic anatomy courses. I have practice and experience using micropipettes, filling gel electrophoresis chambers, and using volumetric glassware through my AP Biology course in high school and the current laboratory courses I am taking now.

Outside of coursework, I am the president of CWRU's club name here, and this has taught me much about leadership, communication, and delegation skills, all of which are helpful in a lab setting.

I have attached my CV below. If you have any questions or concerns or think I would be a good fit in your laboratory, please don't hesitate to contact me. Thank you for your consideration, and I look forward to hearing from you!

Best Wishes,

First Last