

Draft Email

Email

Using websites highlighting faculty biographies/research interests, find a faculty mentor (inside or outside UA) whose research area you are interested in. Create a mock email to this faculty mentor describing your desire to do research in his/her lab. The content should be concise and related to the mentor's actual research. Take into consideration these guidelines:

Introduce yourself and provide a little background information

Provide the reason for the email

Be brief: 1-2 paragraphs at the most

Be polite

Indicate your availability for either summer or fall research

The email should take less than 1 minute to read

Do not make it so general that it could be sent to anyone with a simple name change

Make sure you point out why you think you would be a good fit in this project

After you have been given feedback on your email, you can send it if you wish. You are not required, however, to send the email to the Professor.