* **Sample Email 1**

Subject: Meeting to discuss potential research opportunity

Dear Dr./Prof. [NAME],

My name is [NAME] and I am a [CLASS YR] majoring in [MAJOR]. [Briefly explain how you found out about the professor's research and/or your interest in a specific project of theirs.] I would appreciate the chance to talk with you or a member of your group about your research and the possibility of doing a research project in your [lab/group/team] this [TERM].

Briefly state any relevant research experience, coursework, etc. I have attached my resume for your consideration. Please let me know if there is any other information I can provide. I look forward to hearing from you soon.

Best,

[NAME]

### Sample Email 2

Subject: Interest in research with your group

Dear Prof. [NAME],

I am a [YEAR, MAJOR] and I am writing to ask about opportunities for a research [project/role/position] in your lab for [TERM]. I have conducted research on [TOPIC] with [NAME, LOCATION]. [Express your interest in the faculty member’s area/projects and why you wish to do a research project with them.]

I have attached my resume to this e-mail, but if there is additional information that I have not included that you would like, I would be happy to provide it to you. Thank you for your consideration.

Sincerely,

[NAME]

### Sample Email 3

Dear Dr. [NAME],

My name is [NAME] and I'm a [YR, SUBJECT] major at Marquette. In my introductory and upper- level coursework, I've developed a passion for [AREA] and am extremely interested in pursuing independent research as an undergraduate. An extensive research experience will greatly help me consolidate my future career choice because [REASON].

I am personally greatly interested in [TOPIC]. Recently I read your [YEAR] paper {TITLE] and became fascinated by your work. In particular, I found it amazing that [DETAILS]. If possible, I would love to start working on a long-term project with you beginning this [TIME FRAME].

Would you be available to meet sometime this week to discuss your research? I would also be happy to volunteer [in your lab OR with you] for a few weeks before we commit to anything to see if this is a good match. My transcript and resume are attached in case you are interested. I look forward to hearing from you!

Thank you,   
[NAME]

### Sample Email 4

Dear Professor [NAME]:

My name is [NAME], and I am very interested in becoming involved in research in [AREA]. I am a [#] year student with a GPA of [ ]. I have taken [COURSES] and have [X] additional experience. My goal is to [ ].

I have reviewed your faculty profile and am interested in the work that you have done. I was intrigued by your journal article, ["Article Title"]. It [DETAILS]. I would like to get involved in research in this area because it will help me to better prepare for [X].

Would it be possible to meet with you to further discuss [TOPIC] and my possible involvement in research? I am available [DAYS and TIMES]. I look forward to hearing from you.

Sincerely,   
[NAME]