

Once you have researched potential faculty mentors, we recommend that you email them and ask for an opportunity to discuss your research interests with them. We recommend a three-paragraph format similar to the following:

### Paragraph 1: About Me

- Why do I want to do research?
- What do I want to research?
- What sort of background, if any, do I have that is relevant to the research?
- Why does this matter to me? How will getting involved in research of this type help me get closer to whatever academic, career and personal goals I might have?

### Paragraph 2: About the Professor

- Why did I choose them as a good fit for my research interests?
- What research have I done on this professor?
- Give examples from the research you have done on them (e.g. list one or two of their papers that you read and mention something specific that you found compelling).

### Paragraph 3: Ask for an appointment

- Briefly include days/times that I'm available (i.e., Monday through Wednesday from 11–4, and all day Friday)
- Contact information

As you're writing this email, it's important to include enough information that the faculty recipients have a reason to respond without being so long that they don't want to read it (keep the paragraphs short). Remember that the purpose of the email is to get a response and an opportunity to meet with them to discuss your research interests further. Information that does not directly serve that purpose can wait to be discussed later.

Watch the [Guide to Emailing Faculty](#) video for more information.

Plan to contact more than one faculty member; they may not all be accepting students, or one may not be a good fit for you. Also, it's appropriate to send a follow-up after a week or two if you haven't received a response to your email.