



Contacting research advisors....professional communication skills.

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February 2015



Contacting potential advisors

Address email recipients by name

Examples:

Dear Dr. Smith,

Dear Professor Smith,

Hello Dr. Smith,





Contacting potential advisors

Identify yourself and briefly state your intentions

- Professors receive lots of emails every day and from lots of different places
- Briefly stating your reason for contact will get you both on the same page
- Include your name, major

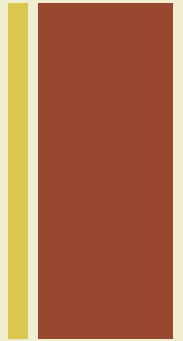
Dear Dr. Smith,

My name is John Smith, and I am a graduate student in your on-line course, ENG 7888: The 19th Century Novel. I have encountered some difficulty with the course and would like to speak with you about ways that I can be successful. I would appreciate your advice and am interested in scheduling an appointment. Please let me know your availability.



Contacting potential advisors

Information to include in body



purpose: first contact that provides enough detail to demonstrate significant effort went into finding out about research

- Why are you interested in joining a research lab?
 - Learn skills, gain experience
 - This should not be meant as a line on a resume!!
- What research do you find interesting?
- How does an experience with this lab fit with your goals?
- What relevant experience do you have?
 - Previous jobs, coursework



Contacting potential advisors

Say “Thank you”, include a complimentary closer

Thank you for your time in reviewing my research grant. I look forward to hearing from you.

I look forward to a productive meeting in which we can discuss ways to improve my grades, and I thank you for your time and assistance.

sincerely, sincerely yours, yours truly, yours, cordially, best



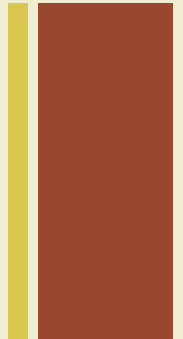
Contacting potential advisors

Write a definitive subject heading

- Again, professors receive lots of emails every day and from lots of different places!!!

Final Draft: Research Grant Proposal – John Smith

Request Appointment: Problems with ENG 7888 – John Smith

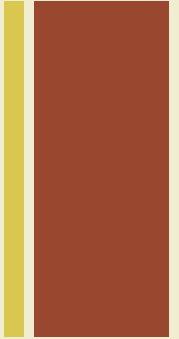




Contacting potential advisors

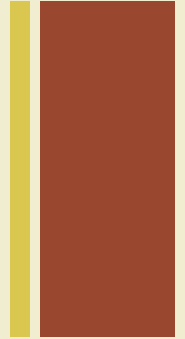
Proofread!

- Check for grammar issues, spelling errors, or mistakes in punctuation
- Read your email aloud, does it make sense? Convey what you want it to?
- Make you double check that you have actually attached the (correct) document(s) you have mentioned in your email






Pro tips



- If you do not receive a response within a week, send another email.
- Be sure to respond to a potential faculty advisor within 48 hours after receiving an email!
- AVOID:
 - Reply-all...
 - Unnecessary exclamation points and emoticons
 - Cursive scripts, background colors, brightly colored fonts



To: Science Woman (science.woman@mystery.edu)

From: sillyname@yahoo.com

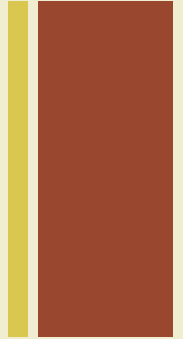
Subject: Hey

can u tell me how to do number 4 on the problem set. i no u went over it in class but i have had a VERY LONG week lol tests ha ha ha and i lost my notes. pleeease help

Stu



In Class Activity



- With your list, craft a letter to a potential research advisor. When you're finished, share it with a classmate for evaluation and address the following:
 - Was the email written well?
 - Did it provide enough information to demonstrate time and effort was spent researching the lab?
- I'll be walking around to answer questions!