DURS Letter Writing Workshop

1/30/11
Before the email

• Make sure you look up the principle investigators.
• Read about their research.
• Pick up key points.
Writing the email: general info

- Don’t spam professors.
- Personalize your email for each professor.
- Convey a general passion.
- Keep things succinct.
- Mention your prior experience.
- Include a resume. (Career Center)
- Follow-up promptly.
Format of the email

• Start with a basic introduction.
• Describe previous experience, including methods and coursework.
• Be honest with experience.
• Talk about the professor’s work and why you are interested.
• Talk about your general passion and motivation.
• Follow up.
After the email

• Be patient.
• Don’t expect an immediate response.
• Be prompt if asked to meet with the professor.