

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.