

Guide to Emailing Professors

The CNS Office of Experiential Learning is here to help you find your next research experience! One of the main ways we have lots of resources to help you on your path to finding a research position including a [step-by-step guide](#) on our website. If you are interested in other types of experience too, check out our website for [more opportunities to get experience](#).

Guide to Emailing Labs about Research

- Email professors from your UT email.
- Use a formal greeting for an introductory email and maintain a formal tone throughout the email. No emojis, acronyms, or slang!
- Keep it brief! Professors don't have much time so get your intentions across quickly.
- Begin with a brief description of you, your major, and how you found out about the lab.
- Explain your specific interest in the lab. Do you have research interests that this lab aligns with? Are there skills that you would like to gain that are used in this lab (Ex: coding or lab technique)? Answer the questions: Why them? Why you?
- Include your one-page resume. Relevant experience can be through coursework or other prior experience, but it isn't necessary to find a position.
- Conclude with a brief statement thanking them for their attention and request to have a meeting with them at their convenience. Use a formal sign-off (Ex: Sincerely or Best Regards)
- Proofread, proofread, proofread!
- Wait one week before sending a follow-up email. If there is still no response after the follow-up, then assume you won't be hearing back from that professor.

Email Examples

Below are three email examples to help you craft an email to send out to labs. You can use these examples as templates, but you need to **edit them to fit your own background, research interests, and personalize every email for each lab you contact**.

Dear Dr. _____,

My name is _____ and I am a sophomore in Computer Science at UT. I am especially interested in your research on AI. With AI constantly evolving, I am interested in exploring its true capabilities and how machine learning can improve language processing. I came across your Natural Language Processing Group at UT while looking for research opportunities. Connecting the capabilities of AI and exploring its ability to communicate with human language is very captivating. I am enjoying my classes so far and doing well, but I am eager to supplement my classroom learning with a research opportunity. I feel that I would be able to learn more about AI by becoming a part of your research group. I've attached my resume in case it's helpful for you to know a bit more about me and my background. I would appreciate an opportunity to briefly meet with you or someone in your research group to discuss your research and how I might be able to get involved in your work. I am available every afternoon after 1pm. Thank you in advance for your time and consideration, and I look forward to hearing from you.

Sincerely,
[First Name Last Name]



Dear Dr. _____,

My name is _____ and I am a junior majoring in Public Health with a minor in Social Inequality, Health, and Policy at UT. Through my classes at UT, I have become increasingly interested in health and policy and want to explore it more through research. When I saw you present about how healthcare policies can impact underrepresented minorities at the Health Professions Lecture Series, I knew your lab would be a great fit for me. As an aspiring physical therapist, I have a personal interest in improving access to physical therapy for underrepresented populations. I believe that understanding the mechanisms of healthcare policy from a research perspective would overall be very rewarding.

I would greatly appreciate an opportunity to discuss the possibility of my involvement in your research. I am more than willing to commit to research with you for the upcoming spring and summer semesters at the least. Please let me know when you may be available to talk about opportunities in your lab. Thank you for your consideration, I look forward to hearing back from you.

Regards,

[First Name Last Name]
UT Public Health Major, Class of 2026

Dear Dr. _____,

My name is _____ and I am a student at the University of Texas at Austin majoring in Biology. I am very interested in becoming involved in research related to genetics and alcoholism. I have already taken my Intro Biology lab course and genetics and done some nutrition-related research with human subjects. My goal is to get involved with a lab that does wet lab research with animals to see if I enjoy it.

I have reviewed your lab website and am interested in the work that you have done with flies and the neurogenetics of alcoholism. I was intrigued by your journal article "Article Title." [Provide a reaction to article/area of research. Get specific!].

Would it be possible to meet with you to further discuss the current research topics in your lab and my possible involvement in research under your guidance? I appreciate your consideration and look forward to hearing from you.

Respectfully,

[First Name Last Name]
UT Biology Major, Class of 2026