

Sample Cover Letter (email)

SUBJECT LINE: Student Interested in Independent Research in your Laboratory

Dear Dr. Pradip Mascharak,

My name is Samantha Slug and I am a second year UCSC undergraduate majoring in Biochemistry and Molecular Biology. I am writing to express interest in doing research in your laboratory beginning Spring quarter for academic credit toward my Senior Thesis/Senior Essay.

As a Biochemistry and Molecular Biology major, I am interested in research that focuses on bioinorganic chemistry and synthesizing metal complexes. Your work on elucidating the mechanisms of the complex biological transformations occurring at metal-containing active sites sounds very exciting. I am very interested to learn more about this topic and the techniques that your laboratory uses to study this work.

I would greatly appreciate an opportunity to meet with you to discuss projects in your laboratory. I am available on Tuesdays after 2pm and on Fridays after 10am for an interview. I have attached my curriculum vita for your review.

I greatly look forward to your reply.

Sincerely,
Samantha Slug
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(831) 459-4002