Practice Good Etiquette!

Anatomy of bad letters

Hi,

I am interested in research and wondering if you have any positions in your lab.

Thanks,
Bilbo Baggins

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Hi who? This looks like a spam mail sent to hundreds of other people and lacks basic business letter formatting/etiquette.

What kind? What major? What year are you?

Why my lab? No evidence so far that has read anything about my lab.
Hello,

I am grad student at University of Florida in Plant pathology department. I am working on Sclerotium rolfsii in peanut. I am supposed to graduate on next fall and looking for the Ph.D opportunity.

I am interested in working with you. If you have any opening in your lab I would be glad to proceed further.

Regards,
Edward Cullen

**Hi who? This looks like a spam mail sent to hundreds of other people and lacks basic business letter formatting/etiquette.**

**Bad grammar and spelling, shows lack of attention to detail.**

**Ok, that’s nice, but my lab doesn’t do anything with plants, why should I care about this?**

**Why my lab? No evidence so far that has read anything about my lab.**
Dear Dr. XX,

I am currently a third year Biochemistry & Molecular Biology student at UC Davis, and I am greatly interested in finding an in-depth undergraduate research experience in biomedical imaging. After looking at several labs, I was greatly interested in your research into imaging applications for different disease states, and your work on differentiating vulnerable vs. stable types of arteriosclerosis using nanoparticles greatly piqued my interest!

If you have any room in your lab, can you accommodate me as part of your undergraduate research team? I have basic laboratory experience and am willing to learn any additional lab techniques and protocols to assist you in any way I can. I have attached a copy of my CV to this email for your convenience.

Thank you for your time and consideration,

CV shows prior experience working with nanoparticles in imaging, and provides names of references. Also high GPA and coursework in advanced chemistry.
Do This!

Anatomy of a good letter

Dear Dr. XXX:

Body of text:
- Who you are (class level, major)
- What you are interested in (specific research problem, field, gaining experience with skill etc)
- Why you are interested in this specific mentor/lab?
- What do you want from them (work 10 hr/week for a year? For 199 unit?)
- Why you? What skills do you have and what proof do you have that you possess these skills? (classes you have taken, prior experiences etc)
- Thank them for listening

Sincerely (Best Regards, etc),
Your full name
Your contact info