

Inquiry Email TEMPLATE

See second page for actual email I sent

Subject line: Fall 2018 Prospective Ph.D. Student

Dear Dr. XXXXXX,

I am a [your major/degree/other role] student at [your university/organization/company] and will be graduating in [month, year (if applicable)]. [Briefly list in sentence form your past experiences]. I have attached my resume if you want to look it over.

I am hoping to enter a [M.A., PhD., etc.] program in the [time when you'd begin the program], with a focus on [briefly state your interests].

I hope you do not mind that I have emailed you, but I would like to inquire whether you are currently accepting graduate students into your lab for the [academic year] school year. If you have the time, would you be willing to talk to me more, either by phone, email, or Zoom, regarding my graduate school plans?

I realize that you are very busy and so I hugely appreciate any time you can offer me.

Thank you very much.

Sincerely,

[Your name]

Inquiry Email

My actual email (however I still blocked out some things for privacy purposes)

Dear Dr. XXXXXX,

I am a M.S. Biology student at Rensselaer Polytechnic Institute and will be graduating in May, 2018. In May, I completed my dual B.S. degree in Environmental Science and Sustainability Studies, also at Rensselaer Polytechnic Institute. I have research experience working as a field assistant and intern for Frontier Madagascar, as an intern for a National Science Foundation Research Experience for Undergraduates (REU) program in Malaysia, and as a research assistant for Dr. Brad Lister in Rensselaer's Biology Department. I have also attached my resume if you want to look it over.

I am hoping to enter a Ph.D. program in the fall of 2018, with a focus on ectotherm behavioral and distributional changes due to climate change. Professor XXXXXX pointed me in your direction, thinking that my research interests are a good fit for your lab. I would like my specific research project to focus on predicting the distributional changes of ectotherms (preferably lizards) due to climate change, and what implications these changes could have on the species' distributions and biotic interactions (e.g. competition, predation).

I hope you do not mind that I have emailed you, but I would like to inquire whether you are currently accepting graduate students into your lab for the fall, 2018 school year. If you have the time, would be willing to talk to me more, either by phone, email, or Skype, regarding my graduate school plans?

I realize that you are very busy and so I hugely appreciate any time you can offer me.

Thank you very much.

Sincerely,

Anna Thonis