

Suggestions for Contacting a Prospective Faculty Mentor

Once you have identified a potential faculty mentor, the next step is to contact him or her. The following is a sample e-mail you can use as a guideline. Please remember that this is a very general outline, and that you will need to personalize it in order to highlight your own strengths and experiences.

Dear *Professor X*:

My name is (*your name*), and I am very interested in becoming involved in research in *Subject Area*. I am an *x year* student with a GPA of *x*. I have:

- Taken the following courses related to *Subject Area*...
- Have had the following related experiences...
- My goal is to...

I have reviewed your faculty research profile and am interested in the work that you have done. I was intrigued by your journal article "*Article Title*." (*Provide reaction to article/area of research with specific references*). I would like to get involved in research in this area because it will help me to better prepare for my long-term goals of...

Would it be possible to meet with you to further discuss *Topic* and my possible involvement in research under your guidance? Here is my availability for the next two weeks...I appreciate your consideration and look forward to hearing from you.

Respectfully,
Your name
Student ID
Phone