

Cold email (academia)

Inspired and adapted from GreatGrad (source: <https://bit.ly/3cOi7pO>).

Annotated example:

Informative subject line.

Subject: Potential opportunity to join your lab as a [position]

Greetings.

Dear Dr. [last name],

Introduce yourself & state the purpose of your email.

My name is [your name] and I will graduate from my BS/MS/PhD program at [school name, location] in month, year. I am contacting you to discuss the potential to join your lab to continue my research as a [position].

Mention work/papers of their research to define which topics you specifically are interested in.

In particular, I find your research in the field of XXX interesting. [Discuss a couple of papers or general strategies/methods/solutions from their research you find exciting and would like to leverage while working in their lab].

Provide details about your education, highlight details that relate to their research.

My background is in [specific field, degrees obtained], during which I have studied [topics of relevant research projects]. This work resulted in XXX publications published in XXX. During a project on XXX, I developed XXX [make it relevant for this new position]. In addition, I have also [mention relevant courses and other skills].

Briefly summarize why you would be a good match.

Therefore, I believe my expertise and area of interest matches your line of research and I would appreciate the opportunity to join your lab to work on similar projects.

Attach relevant documentation.

Kindly find attached my CV for detailed information related to my academic record, skills, and interests. Please let me know if you require any additional documents at this point.

Salutation.

Thank you for your time and kind consideration. I look forward to your response.

Kind regards,
[Your name]