

Example Email

Subject: Undergraduate research interest

Hello Dr./Professor _____,

My name is _____ and I am a sophomore psychology major. I'm reaching out to you today because I saw that you research _____ from your faculty page and I am interested in this research because _____.

I know many professors require students to have completed Experimental Research Methods and Statistics, and I recently completed that course with a _____. Additionally, I think my completed courses/skills/background/experience with _____ would be a great addition to your lab.

I was wondering if you had time to meet to discuss your projects and potentially me joining your lab as a student researcher? In the next week, I am available _____. If there is anything else you might need from me to consider me for any openings, please let me know.

Thank you,

Commented [A1]: Here, make sure to use their appropriate title. The majority of professors in the psychology department have a Ph.D., making them a Dr. When in doubt, you can consult their departmental page and it should say if they have a Ph.D. If you don't see that or are unsure, you can use the term professor.

Commented [A2]: Here, include any relevant information. Some examples include if you are part of a honors/fellows program, if you have a double major or minor that is relevant to the research, or if you are looking to apply for SURF or the Lumen Prize.

Commented [A3]: Make sure to take a look at their Elon faculty page or any linked websites the professor may have. Learn about their research and be sure that you are interested in working on those projects before you email. Most professors in the psychology department prefer to work with students who have career goals or research interests that align with their expertise.

Commented [A4]: Include the reason you are interested in their research. Good answers include answers that are specific and truthful. Less good answers would be because you were told to get involved in research - make sure your answer isn't something generic that could be sent to any professor in the department.

Commented [A5]: If you've completed ERMS/NERMS or any relevant course (e.g., for an email to a social psychologist, you may want to include that you've completed social psychology), include that info here and, if you're comfortable, share your grade or your interest in the topic.

Commented [A6]: Here, include info that would help you be a good student researcher. Do you have a leadership position on campus that has prepared you to work with others? Have you had work or internship experience that makes you well-suited for their projects? Are you particularly well-organized or detail-oriented? Sell yourself, just like you would for a job cover letter! 😊

Commented [A7]: Include at least 3 to 4 times/days that you are available to meet. Make sure that you have at least between a half hour to an hour for each time you suggest. Many professors use this time like an informal interview to get to know you, learn about your interests, goals, and skills, and tell you about their projects.

Commented [A8]: Some professors have lab applications or may request additional info about you, such as a resume or ask about your academic background, progress, or plans. Make sure that if they do request additional info, that you respond within a day or two to their email - show them that you're mindful of timing and can complete tasks quickly.