

**Generic Template for Emailing Prospective Graduate School Advisors**  
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Dear **Dr. X**,

[Introduction] Begin with 1-2 introductory sentences that state your interest in joining their lab/research group. Include your name and where you are currently working. Follow it with 1-2 sentences about WHY you are pursuing an advanced degree with them – how does their lab/research fit into your career goals? What do you hope to gain from the experience? State upfront that you want to set up some time in the near future (give availability) about opportunities in their lab for the Fall XX semester. Customize this paragraph for every professor you email.

[Body] In this paragraph, highlight several key experiences that make you qualified and competitive for a position in their lab. Include names of institutions, summarize key research and laboratory skills, and mention any presentations and/or publications resulting from the work. This is your time to shine! Mention you've attached a resume to the email for their reference (*I recommend a 1-2-pg resume*).

[Closing] Reiterate your interest and state that you are very much looking forward to hearing from them soon. Thank them for their time.

Sincerely,

**Your name**