

This is a template for an initial email to a prospective adviser in E3B. (It is also good advice for emailing a prospective adviser in any EEB-like program in the USA.) The template is intentionally vague because we recognize that applicants have a variety of backgrounds, and initial emails look quite different depending on the background. For example, an email from a current undergraduate looks different from someone who has been working as a tech for a few years, or is in a Masters program, or has been working outside of academia, although all of these paths have led to successful applications to E3B. Therefore, if a part of the template below does not seem to apply to your situation, that's fine.

Some key things to keep in mind:

- **Be clear.** State why you are writing and what you hope to accomplish with the email. Clearly explain your background, your interests, and why you want to get a Ph.D. (both in general, and with this specific Professor in E3B). The ability to write clearly is paramount in a successful Ph.D.
- **Be concise.** Professors read a ton of emails.
- **Be specific.** Emails with vague statements or form letters (e.g., "Dear Professor" without using the professor's name or "I am interested in your school" without using the name of the school) are not as strong as ones that are tailored to the recipient.
- **Proofread.** emailz w/ typose dont Make a good, impression

The following template is not meant to be a "fill in the blank." It's fine to be creative, to embellish, to add a section that isn't there, etc., within the bounds of the bold guidelines above.

Dear Dr. <last name>,

<statement indicating the purpose of the email>

E.g., "My name is XXX. I am interested in talking about PhD opportunities in your lab."

<brief description of your background>

E.g., "I recently graduated/will soon graduate from XXX (<list degree(s), major(s), graduation year(s)>). At XXX I completed an honors thesis with Dr. <advisor name> examining <whatever you researched/found>." <If you want to add a lot of detail, it is fine to include additional text below your signature or an attachment.>

<brief description of why you are interested in this lab group>

E.g., "I am interested in your lab because of a strong curiosity for many of the topics you study, particularly <insert topics>."

<request for a chat>

E.g., "Are you available to talk via phone or video conference within the next month? I would like to ask some questions about your research and your lab. The ideal time for me is XXX, although other times could work as well."

I am attaching my CV. I look forward to hearing back from you. Thank you for your time!

Best, XXX