

## ☞ 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 may use as a guideline. Please remember that this is very general, and you will need to personalize it in order to highlight your own strengths and experiences. *Remember: Do not include things that are not true. If you include a journal article – make sure you have read it. They will know immediately if you did not read it (trust me on this).*

Dear *Professor X*:

My name is *Rowdy Raider*, 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 related courses...and 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. (*tell him/her what your long-term goals are*)

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 over the next two weeks...I look forward to hearing from you.

Sincerely,  
*Rowdy Raider*  
*UID*  
*Phone*