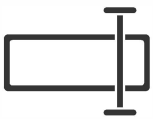




UNDERGRADUATE RESEARCH INITIATIVE

Once you have found a professor you would like to work with, you will need to set up a meeting to discuss the possibility of doing research with them. Here are some guidelines on crafting a professional email request.

Contacting A Faculty Research Mentor



Write a Simple Subject

You do not want to leave an email subject blank. A subject line should be related to the topic of your message. For example, *Undergraduate Research Opportunities in Your Lab*



Start with a Greeting

Never start a professional email with just "Hey" or "Hi". Review the faculty's professional website or Curriculum Vitae (CV) to verify their education background. If they have a Ph.D. or Ed.D., you will want to address them as "Dr." If you are not sure, "Professor" is always appropriate.



Make an Introduction

Provide some information about yourself and your future academic and career goals. For example, are you majoring in Animal and Veterinary Science with plans to pursue Veterinary school? Or are you majoring in Agribusiness and you are not sure about your post-Clemson plans but hope to gain more experience? Just be honest!



State the Purpose

Tell them why you are contacting them. Be specific. Why do you want to work on their research? Do your homework before you send the email. Faculty know a template email when they see one.



Share Your Request

Ask for a meeting to discuss research opportunities and thank them for their time. Provide a week's worth of times that you would be available to meet with the professor, keeping in mind the business day, their teaching schedule and office hours.



Include a Signature Block

A signature block provides your reader with a brief snapshot of who you are academically. Information should include your first and last name, college and major (and minors if applicable), graduation year, email and phone number. You can customize it in the settings of your Clemson email account.



Attach Your Curriculum Vitae (CV) or Resume

Need help writing your CV or resume? The Michelin Career Center has resources available online. See information specific to writing a CV under *Graduate Student Resources*.



UNDERGRADUATE RESEARCH INITIATIVE

Sample Email

Subject: Research Opportunity

Dear Dr. **** *
****,

I am a rising junior in the College of Agriculture, Forestry and Life Sciences majoring in Wildlife and Fisheries Biology, minoring in Natural Resource Economics.

I have always been interested in the ways humans have adapted to manage natural resources. Recently, I became interested in Natural Resource Management with an emphasis in policy as an option for Graduate School.

Your professional profile caught my eye because I am interested in learning more about natural resource management in socio-political conflict at the national and international scales. Your article, *Understanding Conflict in Environmental and Natural Resources Management*, piqued my curiosity due to its emphasis on the human dimensions of conservation policy development.

I am interested in learning more about your research and conducting research under your guidance. Would you have some time to meet with me to discuss this possibility? I am available Monday, Wednesday, and Friday from 3 p.m. to 5 p.m. I am also happy to meet at your convenience.

Thank you for your time.

Sincerely,
First Name

First Name and Last Name
College Major
Class of '
Email
Phone