

REACHING OUT TO A FACULTY MEMBER: A STUDENT GUIDE

1

PLACE YOURSELF

- Identify yourself, your year of study and your program(s) of study.

2

WHY ARE YOU REACHING OUT TO THIS SPECIFIC FACULTY MEMBER?

- Clearly share why you are interested in their research (what did you learn in reviewing their research profile on Discover Research), and how it related to your research interests and journey.

3

SHARE IF YOU HAVE PREVIOUSLY CONNECTED

- Share if you have previously connected with the faculty member. Have you taken a course with them, and if so, what course and during what year? Did you listen to them give a talk, meet them at a university event or review one of their published works?

4

OPPORTUNITY TO DISCUSS

- Conclude by asking for a brief opportunity to discuss their research and how to get involved in their type of research. Try to share a timeframe for your meeting (e.g., 15 minutes), so the faculty member will know if it's manageable for their schedule.

5

PROOFREAD, PROOFREAD, PROOFREAD

- Remember to proofread your email before sending to the faculty member you're reaching out to. Along with grammar and spelling, consider the tone of the email and if you are being clear in your request.