

Email Etiquette



OFFICE OF
STUDENT RESEARCH
Illinois State University

How to email your professors about potential research opportunities.

Emailing a professor you may, or may not, know can be a tricky task to tackle. However, it can be broken down into 5 easy steps that should have you researching in no time.

- 1. Introduction**
- 2. Specify your Interests**
- 3. Other Relevant Details**
- 4. Scheduling a Meeting**
- 5. Thank for their time**

Introduce yourself, your major, and how you got their contact information. Then specify your interest, what you would like to research, maybe even a specific project. Give any other details, such as classes, you may have taken that makes you a good candidate to work with. Offer times and dates to meet and talk further with them. Lastly, don't forget to thank them for their consideration and time.

Remember to use complete sentences and formal language.

Proof read before you send it. If you want send it to a friend first.

Professors get 100's of emails sometimes, give it time.