

Emailing Faculty About Research

When you find a research project or a faculty member you are interested in working with, you can reach out to faculty via email to discuss a research opportunity.

We recommend including these in the email:



- Introduce yourself, your major and your academic year.
- Relevant courses, skills and experiences that show your knowledge and skills in their research area/topic.
- Do some research on the faculty and/or their research group and share why it's interesting or important.
- Read one of their publications and mention it. You can type in the faculty's name and find publications here: profiles.arizona.edu.

** You don't need to understand everything thoroughly, but you should be familiar with the general basics of the faculty member's research to explain why you are interested in their research group.

** Tips: When reading the faculty member's paper, focus on the abstract, the introduction, and the conclusion section to have a basic familiarity of their work. Don't feel pressured to go through every single detail of the paper! You can also look up if they have a website for their research/lab to find out more about their work.

- Any question you might have for their research project or lab.
- Mention if you are looking for course credits, a paid experience, or just wanting to get experiences by volunteering. Mention if you qualify for Federal Work-Study if you look for paid positions. Also mention roughly how many hours you are looking to work per week.
- -Optional- Attach your resume. Only if you feel like it is professional and ready!

Below are some resources to help with creating a resume and emails.



Emailing Faculty About Research: Resources

- The Career Document Dropbox. Submit your resume and get feedback in 3 - 4 business days.
- Wildcat Career Guide. Resume info starts on page 13 and example resumes are on the following pages. There is also a resume checklist on page 22.
- Meet with an Undergraduate Research Ambassador in an appointment to find research, get support drafting and editing emails for faculty members, get feedback on research presentations, and ask your research questions.
- You can send a draft of your email to undergradresearch@arizona.edu for an Undergraduate Research Ambassador to review and provide feedback. Please use your University of Arizona Email Address (*****@arizona.edu).
- Faculty typically have very busy mailboxes, so they occasionally miss an email. If you haven't heard back in a week, send a follow-up email asking to meet with them or letting them know you plan to stop by their office hours.

