

Tips for Sending Cold Emails:

- Keep emails relatively short and direct
- Personalize each email for the faculty member/lab.
- Reference their research and publications, and state how it aligns with your interests.
- The best timing to send is weekday mornings.
 - Afternoon and weekend emails can often get buried in a professor's inbox.
- Send a follow-up email if you have not heard back in 7-10 days.
- While you wait for their response, continue reaching out to faculty within your list.
- An example email template is provided below. Please feel free to use this template and modify it based on the type of research you are seeking.

Email Template:

Subject: Undergraduate Inquiry About Research Opportunities in Your Lab

Dear Professor/Dr. [Last Name],

My name is [Your Name], and I am a [year: first-year/sophomore/junior/senior] undergraduate majoring in [Your Major] at the University of Miami. I have been learning about your work on [specific topic, project, or recent paper], and I am particularly interested in [a brief sentence on what interests you about their research].

I am writing to ask whether you might be accepting undergraduate students in your lab. I am eager to gain research experience in [relevant area], and I believe your group's approach to [method, topic, or problem] aligns strongly with my academic interests and long-term goals.

I have experience with [relevant coursework, technical skills, programming languages, lab techniques, or previous research—keep it short]. I've attached my resume/CV and unofficial transcript in case they are helpful. I would be happy to meet briefly to discuss how I might contribute to your lab's ongoing projects or provide any additional information.

Thank you very much for your time and consideration. I would greatly appreciate the opportunity to get involved in research and learn from your team.

Best regards,

[Your Name]

[Major, Year]

[University]

[Email]