



HOW TO CONTACT A LAB SUPERVISOR OR PROFESSOR

A TEMPLATE

HOW TO CONTACT A LAB SUPERVISOR OR PROFESSOR

A TEMPLATE

If you're a high school student interested in conducting research with a local lab or ongoing research project at a university, you need to contact faculty members and see if they would consider serving as your mentor. It can be intimidating to cold email a professor or a field expert. But remember, in most cases, people generally appreciate it when students show interest in their work. Plus, in the long run, colleges will value your initiative. The worst response you can get is that they're at capacity or aren't looking for students at the moment.

Use the template below to connect with professors and supervisors at labs that interest you!

EMAIL AND COVER LETTER TEMPLATE

[COVER LETTER ONLY]

Your Name
Your Address

[Professor Name
Their Institution and Address]

Dear Professor [Name]

STEP 1: Introduce yourself. Write your name, your high school and grade. Let them know what you're interested in. Be as specific as possible. Don't just say "biology," or "economics."

For example: My name is Jane Smith. I am a student at InGenius high in 11th grade. Although I'm primarily a programmer, I've developed a passion for public health and social justice in the last few years. I have particularly followed the news around women's health and reproductive rights in the nation.

STEP 2: Discuss why you're emailing them and what interests you about their research.

For example: I recently came across your lecture on the impact of technology on tracking data around women's health and how they can be beneficial and harmful. I know you're a consultant on the team that is building a new app. It sounds like it will fill a much needed gap in current technology.

■ STEP 3: Elaborate on what you're looking for and what they can help you with

For example: I was planning my summer before senior year and was wondering if you have an opening on your team. Since I've worked on XYZ and ABC healthcare apps as part of my summer program work, I believe I can be an important addition. Your recent interview mentioned that you'd like a Gen Z perspective on what tech users look for in such apps and I'd be able to fulfill that requirement. Plus, working under your mentorship would greatly help me learn about the industry and how I can succeed as someone with a varying degree of interests in similar fields.

■ STEP 4: Let them know your availability

For example: Even though my classes don't end until May 26th, I am available before that to hop on Zoom calls if needed. But after the 26th, I should be able to come into the lab daily, if given the opportunity.

■ STEP 5: Reiterate your skill sets and what you can bring to the team

For example: I am a hard worker with a keen eye for the small details. I work well under a deadline and have participated in a variety of team projects. If accepted in the lab, I will bring a tremendous amount of energy and dedication.

■ STEP 6: Thank them and mention any attachments

For example: I have attached my resumé and a video showcasing the apps I have built. I hope you'll agree that I'm the kind of hard worker your team needs. You can reach me via email at janesmith@gmail.com or by phone at 111-111-1111. Thank you for your consideration. I look forward to hearing from you soon.

Best,
Your Name