

Professional Email for Students

Subject Line:

Inquiry Regarding Research Opportunities in Organic Chemistry

Salutation:

Dear Professor Smith,

Introduction:

I hope this email finds you well. My name is Emily Johnson, and I am a junior majoring in Chemistry at XYZ University. I have been following your research on sustainable polymer synthesis with great interest.

Body:

I am currently exploring research opportunities that align with my academic interests and career goals, and I am particularly interested in the work being done in your lab. Your recent publication in the Journal of Organic Chemistry on biodegradable plastics was incredibly enlightening and has inspired me to seek out hands-on experience in this field.

I would be grateful if you could provide any information on potential openings for research assistants in your lab or advice on how I could engage in similar research. I am eager to contribute to ongoing projects and am open to any tasks that would help advance the research agenda of your lab.

Additional Information:

I have attached my resume and a summary of my coursework and lab experiences for your review. I am also happy to provide letters of recommendation from my academic advisors.

Closing:

Could we possibly meet next week to discuss this further? I am available on Monday and Wednesday afternoons, but I can adjust my schedule to suit your availability.

Thank you very much for considering my request. I look forward to the possibility of working with you and learning from your expertise.

Signature:

Best regards,

Emily Johnson

Junior, B.S. Chemistry

XYZ University

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