**Cold email (academia)**

Inspired and adapted from GreatGrad (source: <https://bit.ly/>[3cOi7pO](https://bit.ly/3cOi7pO)).

**Annotated example:**

**Informative subject line.**

Subject: Potential opportunity to join your lab as a [position]

**Greetings.**

Dear Dr. [last name],

**Introduce yourself &** **state the purpose of your email.**

My name is [your name] and I will graduate from my BS/MS/PhD program at [school name, location] in month, year. I am contacting you to discuss the potential to join your lab to continue my research as a [position].

**Mention work/papers of their research** **to define which topics you specifically** **are interested in.**

In particular, I find your research in the field of XXX interesting. [Discuss a couple of papers or general strategies/methods/solutions from their research you find exciting and would like to leverage while working in their lab].

**Provide details about your education,** **highlight details that relate to their research.**

My background is in [specific field, degrees obtained], during which I have studied [topics of relevant research projects]. This work resulted in XXX publications published in XXX. During a project on XXX, I developed XXX [make it relevant for this new position]. In addition, I have also [mention relevant courses and other skills].

**Briefly summarize why you would be a good match.**

Therefore, I believe my expertise and area of interest matches your line of research and I would appreciate the opportunity to join your lab to work on similar projects.

**Attach relevant documentation.**

Kindly find attached my CV for detailed information related to my academic record, skills, and interests. Please let me know if you require any additional documents at this point.

**Salutation.**

Thank you for your time and kind consideration. I look forward to your response.

Kind regards,

[Your name]