

## Crafting Professional Emails

The following guideline is a list of suggestions that can help you craft an effective email to professors. The examples used are catered towards students interested in becoming involved in undergraduate research. These guidelines, however, can be molded to suit a variety of applications such as job opportunities, internships, or appointments.

### Step 1: Clear Subject Line

Having a clear, concise subject line is the first step to crafting an effective email. Use this line to capture your professor's attention and describe why you are contacting them. Avoid subject lines in all caps, with URLs, or excessive exclamation points. This can be marked as Spam.

Examples:

- Undergraduate Research Appointment Request
- Office Hours Inquiry

### Step 2: Professional Greeting & Introduction

This is your first impression so be sure to respectfully introduce yourself. We recommend using professional language when addressing professors.

If your instructor has a doctoral degree (MD, PhD, DrPH, etc.), please address them as "Dr.". If you are unsure of your instructor's educational degrees, use "Professor". Do not use jargon, slang, or shortcuts when addressing professors (avoid "4 u" instead of "for you").

Provide your first name, last name, class standing, major, and why you are emailing your professor. If you and your professor have met before, do not assume that they remember. Instead, give them a short reminder about where you met. Include your research interests, skills, and any research experience if applicable.

Examples:

- Dear Professor Atici,  
I hope you are doing well. My name is Jane Smith and I am currently a senior in the College of Fine Arts. We met last week at the OUR Research Symposium and I would like to follow up on our previous conversation. I was incredibly interested in your research on the topic of antibiotic resistance and would appreciate any time you have to discuss your work. For the last year, I have been volunteering at Sunrise Hospital and found an interest in understanding the processes behind researching drugs such as antibiotics.

- Good afternoon Dr. Smith,  
I hope you had a restful weekend. My name is Jane Doe and am a first-year Biology major hoping to apply to Graduate School after completing my undergraduate education. I am enrolled in your Biology 101 course this semester. During the first day of class, you discussed a bit of your research on tadpole regeneration and I found this incredibly interesting.

### Step 3: Purpose of Email

The purpose of your email's body is to outline why you are contacting your professor. Professors receive numerous emails each day so it is important to be clear and concise about your request. Many students will use emails to arrange a meeting with their professor.

Make sure to research the project you are interested in working on prior to this email. Also, try to find the professor's office hours prior to emailing them to suggest times that may work for their availability. If they do not have specific office hours, try to provide a few options for times to meet.

Example:

- I saw that you are currently conducting research on \_\_\_\_\_. Being an intern at the Southern Nevada Health District, this topic fascinates me. I stopped by your office and saw that your posted office hours are every Tuesday from 8 - 10AM. If you are available, I would like to schedule an appointment with you on Tuesday, August 3, at 9 AM. I am hoping to learn more about your ongoing research and if you can provide guidance on how to become involved in research on this topic.

### Step 4: Closing your Email

Thank your professor for their time and willingness to meet with you. You can offer to provide your resume/CV so they can learn more about your experience. You can also provide the best way to contact you.

Example:

- Thank you for your time and consideration. I look forward to meeting with you and if you have further questions, please do not hesitate to contact me. Additionally, I have attached my resume/CV below for your reference.  
Best,  
Jane

## Email Tips

- Be professional! Use formal language at all times.
- Do not use text language (4 u, c u soon, thx, etc.)
- Send all emails from your Rebelmail account. Sometimes, if you use your personal email, your professor may not receive it. Use emails ending in "@unlv.nevada.edu" or "@unlv.edu".
- Keep your email short and concise. Only include necessary information.
- Do not yell in UPPERCASE LETTERS or use excessive exclamation points!
- Avoid emotional emails. Do not email to express anger, reprimand, or gossip.
- Clearly name your attached file using your name, document title, and year if applicable.
- Use a respectful tone throughout your email and always address the recipient by their formal credentials.
- When using the CC or BCC, only include individuals that need to know the information in your email.
- Avoid sending emails at unusual times (midnight, 4:00 AM, etc.).
- PROOFREAD! PROOFREAD! PROOFREAD!
- Please respond to your professors in a timely manner once they respond to you. If you do not receive a response within 7 days, feel free to follow up with your professor.
- When in doubt, contact UNLV OUR. We are here to help you!