
Dear Professor ____,

My name is [preferred name], I am a [year at BU] studying [major and/or research interest] and am interested to learn more about your work.

I found your information [insert; from our list, general internet search, someone mentioned them to you...] and have become very intrigued by you/your team's work on [insert research area; good to mention something specific you might have read from their publications]. I am eager to become involved in this because [insert why i.e. career/grad school/general learning goals].

Currently,[insert information about you. Are you taking classes relevant to the research material? Have you had any related experience? Unrelated experience? You don't have to say what experience you don't have yet, just highlight what you have done, even if you think it is not relevant]. I know that with my current skillset, and desire to learn more I would be a great fit for your research team.

I am eager to chat more about any available positions you might have, and am available at the following times this/next week.

[insert three to four specific dates and times that your schedule is open to meet with them].

I look forward to hearing from you, thank you in advance for your time!

Sincerely,
[preferred name]
