

## Purpose

Use this template to email a faculty member about a potential summer research opportunity (basic, clinical, educational, or community-based). Keep the message concise, professional, and tailored to the faculty member's work.

- Aim for 1 short paragraph plus a closing.
- Personalize at least 1–2 sentences to the faculty member's recent work.
- Be prepared to send your CV/resume and unofficial transcript if requested.

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## Email Template

To:  
Subject: Summer research opportunity inquiry

Dear Dr. [Last Name],

I recently read your work on [*briefly describe topic or a specific paper/project in 1–2 lines, showing you understand the focus*]. Your findings on [*specific aspect*] caught my attention because [*1 short sentence connecting to your interests*]. As a first-year medical student with interests in [your areas of interest, e.g., neuroscience and health disparities], I am eager to learn more about your research program and to gain experience in [*lab/clinical/education/community*] research.

I am writing to ask whether you anticipate having space for a medical student to work with you during the summer of 2026. I would be grateful for the opportunity to contribute to your ongoing projects and to develop my research skills. If helpful, I would be happy to send my CV and any additional information about my background or availability. If funding is available that would be wonderful, but I am primarily motivated by the chance to learn and gain experience with you.

Thank you very much for your time and consideration.

Sincerely,  
[First Name Last Name]  
MS1, [Institution Name]  
[Institution email address]

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## Brief Guidance for Students

- Do:
  - Use a clear, specific subject line (e.g.: “MS1 inquiry: summer research opportunity in [*topic*]”).
  - Show that you have actually looked at the faculty member's work (1–2 specific details).
  - Keep the email to 8–10 sentences maximum.
- Avoid:
  - Copy-pasting the same generic email to many faculty without any customization.
  - Overstating your skills; **emphasize willingness to learn** instead.
  - Discussing financial needs at length; a brief mention is sufficient, and many programs have centralized funding mechanisms.