

Email To Supervisor Templates And Interview Tips

How To Get A Supervisor To Fund Your Research/Study.

I need to say upfront that getting university funding in Canada is very competitive.

It requires patience and a solid strategy.

NOTE: You may have to reach out to as many professors as you need to before you get one who agrees to fund you.

You must never limit yourself to just one or two schools - widen your horizon as much as you can so you don't put all your eggs in one basket. There are loads of Canadian Universities with Fully-funded MSC and PHD research opportunities

So, what should be your strategy?

I will tell you.

It is very important to start your supervisor search very early and you will have to check all the profile of professors in each school you are interested in that has the program you are interested in.

Then email those that are doing research in your current and preferred area of interest. And note that supervisors like students that have done something in their field before or show interest and passion in their research areas as well.

This is what you should do:

- ✓ Select the area of study you are interested in, and the course you want to study. These must be research programs (if you qualify for them) that attract funding. This may be related to either your previous study and/or work experience for which you have received verifiable training.
- ✓ Go to the websites of the universities you are interested in and look up the professors who have similar interest to your interested area of study

- ✓ Read their bio and their published papers
- ✓ Develop a research proposal that is in line with their research interests (it should be brief but focused)
- ✓ Send them an email introducing yourself and your research topic and tell them you are interested in working with them in the next school session
- ✓ Make your email subject catching. They receive many emails and if your subject is like all the others, they may skip it
- ✓ Send your email between 9am and 11am or 3pm to 5pm Canadian Time (or whatever province in Canada they are in). This is the time most read their emails.
- ✓ Send a reminder after three days if you get no response
- ✓ If you can get hold of their phone numbers from their bio, call them. Sometimes you can call the university and be transferred to them. If you get through to them, please sound confident and knowledgeable.
- ✓ If after 3 to 4 reminders, you do not get a response, simply move on, and don't take it personal
- ✓ Do this with several professors at the same time. Continue until someone responds and agrees to give you funding
- ✓ Also apply to course-based programs in case you do not get the funding you desire, but if you follow this strategy, you should.

EMAIL TEMPLATES YOU CAN USE

Below, you will find sample emails you can send to prospective supervisors. Just note how the email is structured and build up your email using a similar template.

Email Template To Model

Dear Prof. Don,
Your name? Graduate of what, and where?

Your grades; overall and last two academic years in percentage (No Prof. has time to be converting your grades), your interests in relation to the research focus of the Prof.

What you read about the Prof's paper and how it captured your interests, what points and suggestions were you able to derive from the research you read?

Your own research interests and how it relates to that of the Professor's own. Let him know you met the requirement for admission (you must have checked the school portal to know if you meet admission requirements) and when you intend to resume.

Ask him about the possibilities. Tell him you have attached a CV and Transcript. Thank him/her for their time

Sincerely,
Your name
(Do not put your number, they won't call you, and stop putting your email here, it is already on the mail you sent)

Email Sample 1:

Dear Dr. Edge,

Subject: Fall 2023: PhD Candidacy in Environmental Applied Science and Management (or in the Research Area).

My name is O. V. Obasi, an international prospective PhD in

Environmental Applied Science and Management student,
interested in working with your research group from the fall of 2021.

I meet the requirements for the above program, having graduated with a BSc in Environmental Science (2nd Upper with a grade points average of 3.7 out of 4) and an MSc in Applied Project Management in 2010.

My research interests are in the area of ‘the integration of environmental governance, resilient communities and decision making; the integration of environmental knowledge and advancing sustainability in urban and rural communities’.

In this regard, I have narrowed down my proposed research topics and would appreciate your assistance in refining them and selecting or developing one that resonates with your current research focus.

My proposed research topics are:

1. Exploring the relationship between interactive environmental governance policies and the development of resilient sustainable communities in two urban communities in Canada – and investigating how this research could be useful in building resilient sustainable communities.
2. The role and effectiveness of local and state environmental governance policies in reducing the environmental risks of large scale infrastructure and oil & gas projects in Canadian communities.

I would like your permission to send you details of my education, career and research proposal but would like to know if you would be accepting students for the fall of 2023.

Please note that if a PhD position is not immediately available, I am willing to start off with the Master’s program first.

Thank you for reading my mail and I hope to hear back soon on the next steps.

Sincerely,
Seyi Obasi

Email Sample 2:

Dear Dr/Prof X,

My name is X and I am interested in applying for the (your program) at the University of X for Fall 202x. The purpose of this e-mail is to enquire about the possibility of you acting as my faculty supervisor during the course of the (your program).

To briefly describe my profile, I am a (your degree) graduate from (your University) with a passion for research (if you are going or a thesis based program you will be doing research). I am interested in the research you are conducting on [b] (summarize their interests) [/b] which motivated me to contact you regarding the possibility of you being my supervisor for (your program).

I possess knowledge of (knowledge relevant to their research) which I gained through modules on these topics during the course of my (what you studied) degree.

I have also had experience of geology/biology/chemistry/finance etc research; (How you gained this experience). I have described this/these experiences/projects (as appropriate please) in my attached curriculum vitae. Through these experiences I have gained (briefly describe what you gained from these experiences- laboratory techniques, analytical methods, project management etc)

I have attached my CV for your consideration which describes my research experience and research competencies. I have also attached my university transcripts which show the courses I studied during my (what you studied) degree.

My transcripts are graded using the Nigerian (mention your country) grading system which differs from the Canadian system, however, I

have confirmed my overall grade of Second Class, Upper Division is sufficient for entry to the (your program of interest).

I believe I can gain valuable knowledge and experience under your supervision but also use the knowledge and research experience I have previously gained in order to contribute positively to your research. I am very happy to further discuss my grades, research experience, and interests and I look forward to your reply at your convenience.

Kind regards,
Your name.

Email Sample 3:

Dear Dr. Doe,

Introduce yourself: Tell the professor in two or three sentences who you are.

State your degree level and your research area.

Give a clear statement indicating that you meet the admission requirements which includes your grade point average and, if required, your English proficiency test results.

My name is XX XX and I am from the University of XX. I am in my final year of masters in Biology with focus on plant breeding research. My GPA is 76% and my program was done in English language.

Make a connection and provide reasons to be considered: Use specific references to make a connection between the work that you have been doing and the research projects that the professor is working on.

Important points to include: papers, journal articles, Conference papers, scholarships) My current research project for my master's program is in canola breeding for fungus disease resistance and I have just submitted a co-authored article which was accepted by XXX. I have

attached a brief research interest statement with more details. I was reading about recent work in genetically modified wheat on the website and it looks very interesting.

I am interested in building upon my master's experience and expanding my research into related areas. I have attached a copy of my CV for your review.

I wish to begin a PhD program in XX in September 2024 and would be very interested in working under your supervision. I would appreciate if you could review the attached documents and let me know what the possibilities might be.

I look forward to your reply at your convenience.

Kind regards,
Your name.

Email Sample 4:

Dear Professor [REDACTED],

My name is [REDACTED] and I hold a BS in Zoology (3.8/5.00) and MS in Zoology ([REDACTED]) from the Obafemi Awolowo University, Ile-Ife, Nigeria. I am very delighted to write you concerning a Fall 2020 prospective PhD study in Biology at Kentucky University under your supervision. - **INTRODUCTION**

I took an interest in your area of research after reading your review article entitled; "Does habitat structural complexity influence the frequency of extra-pair paternity in bird" because of its intersection with my research plan. I have worked on the conservation of birds in Nigeria in both academic and volunteering contexts. During my MS program, I researched on the diversity and abundance of avifauna with respect to habitat types in Omo Forest Reserve, Nigeria which exposed me to how birds and other animals move through and select habitats in landscape that have been altered by humans. In volunteering efforts, I worked with the Omo Forest Research and the Nigeria Bird Atlas teams on how to understand and mitigate the sources of human-wildlife conflict. We also got involved in conducting studies on the behavioral responses of other mammals such as Elephant to habitat degradation. –

This experience helped me explore new parts of Nigeria where we mapped Nigeria's bird species and their status; and also allowed my contribution to science as I was able to discover new habitats for these birds. As a result, for my graduate studies, I will be interested on the relative roles of habitat degradation and other anthropogenic activities on the social and reproductive behavior in birds. I believe my prior background in research will be a valuable experience for my intended PhD studies. My long term goal is to become a faculty working on the interface between Behavior Ecology and Conservation Biology in birds; I want to be involved in studies that evaluate the effect of habitat restoration on birds and how it helps in their conservation. – **YOUR INTEREST AND GOALS**

I will be available for a skype interview and/or offline interview at the Kentucky University. I will be anticipating your favorable consideration as I believe that my research prowess will be bettered under your tutelage. Please find attached my CV and Transcripts. - **CLOSING**

Kind regards,

[REDACTED]

Email Sample 5:

RE: Prospective graduate student inquiry

 Geller, Cameron J
To: Aimee Edinger
2/5/2021

Dear Dr. Edinger,

I am a graduate student at CSU Northridge in Los Angeles, CA. I am completing my Master's degree in Dr. Jonathan Kelber's developmental oncogene lab.

My current research project at CSU Northridge focuses on identifying new mechanisms that aid in the nucleocytoplasmic transport of eukaryotic initiation translation factor 5A (eIF5A1/2) that promotes pseudopodium enriched atypical kinase one (PEAK1)-mediated breast cancer metastasis. In 2019, I received a second-author publication in a peer-reviewed journal which highlighted that DHPS-dependent eIF5A1/2 hypusination inhibition blocks PEAK1-dependent non-canonical TGFb/fibronectin-mediated breast cancer metastasis. Combining both *in silico* and *in vitro* work, I am currently writing a manuscript describing our most recent work revealing a novel ECM- and L-glutamine and/or sodium pyruvate-mediated transport of eIF5A1/2 and SMAD3 that mediates the effectiveness of targeted dual DHPS/SLC3A2 inhibition in Triple Negative Breast Cancer cells and their overall proliferative and survival capabilities.

I am writing to inquire about the possibility of rotating in your laboratory at UC Irvine in the upcoming Fall. I have researched your lab's webpage and am quite familiar with your group's contributions to studying cancer metabolism via the targeting of intracellular, oncogenic trafficking pathways and endogenous molecules to disrupt nutrient acquisition and limit drug resistance.


I am attaching my full CV and a brief, one-page research summary that highlights my thesis project and four years of research experience in a Cancer Biology lab in further detail that could serve as the basis for my preparation to successfully matriculate into your research lab.


I interviewed for UCI's CMB program last week and am very excited at the prospect of completing my PhD program at this institution. If you are willing to consider my candidacy further, maybe we could talk very briefly over Zoom within the coming days.

Thank you very much for your time and consideration.

Warmest regards,

Re: Cameron Geller -UCI CMB Program Dir...

 Christine Suetterlin <sue...>
To: Geller, Cameron J
Cc: Lee Bardwell; Aimee Edinger
3/10/2021

 You replied to this message on 3/11/2021 8:29 AM.

Hi Cameron,

Thanks for your note. Dr. Lee Bardwell and I have reviewed your file and have been very impressed. You seem to have the background, experience and motivation suitable for a successful career in graduate school at UCI. We would therefore like to offer to you admission into the department through the mechanism of direct admission into Dr. Aimee Edinger's lab.

Interviews with Professors

It's most times a good sign if a PROF invites you for an online interview to discuss your research or the possibility of supervising your research.

It means that the Prof. is interested in you and wants to know the ability of the student he wants to bring to his Lab, most especially if its a Funded MSC program (scholarship) or an MsC program that has a

possibility to be funded.

So you have to be prepared and be at your best to go for this interview,

So

Check this out

SKYPE/ZOOM INTERVIEW WITH PROFESSOR

So, a Professor has finally replied your email, and says something like....

“Hi, I'd like to chat with you to learn more about your interest”

Congratulations. This chat is for them to connect the dots, see if there's a fit & whether you will make a good candidate

The following content will give an overview of the meeting and some questions you can/should ask the Professor to show research curiosity.

SO, LET'S GO.

1. The PROF gives a brief overview of the lab, him/herself, current and past research. He or she tells you everything you need to know (pertaining to the meeting).
2. Your turn- Please be specific. “I'm Michael, my BSc was in Mechanical Engineering from Yawande University, and for my research under the supervision of Dr. James, I focused on nonlinearity of hydrological system & published in Elsevier journal or presented at DEF conference”.
3. You will be asked what your Research Questions are and what you want to study for M.sc/Ph.D.- prepare something specific to say here. (They know it may/will change and just hypothetical for now, but you need to show you both share similar questions).
4. If your research interest closely aligns (and the feeling is mutual), the PROF will ask why you want to do Ph.D./M.Sc and why their lab- justify

this with something substantial (your career goal for example)

Now, you will be given the chance to ask questions-

Please you need to ask questions! Below are some questions you can ask PROF during an interview.

A. Nature of their current and future research

Do they have a need for someone with your skills and background? Will you be working on existing projects or have to develop your own projects with the PROF

B. Ask about the PROF'S expectation of his/her graduate students.

C. Ask about the PROF'S policy regarding publications with graduate students and after your M.sc/Ph.D.- in particular, how many papers are you expected to have published from your research.

D. How long does it take, on average, for students to earn their Ph.D. degree there?(if you are going for a PhD, it is important to know this)

E. Funding (this might not be necessary because the PROF should have mentioned it, if not, PLEASE ASK)

F. Past & current research (if not said before).

G. Are they open to another but similar study system, perhaps a similar project in another continent (if you get funding)?

H. Resources available in the lab

I. Life in that city (especially, accommodation)

With the above questions, you have engaged the PROF., shown curiosity in what they do & shown you're ready for the task ahead.

What is left now is to wait for the good news.

In the meantime, continue to engage with other professors until one or more of them offers you a solid confirmation that they will fund your research.

I wish you all the best

Seyi

Note: I will continue to update this page with more email samples and updated information