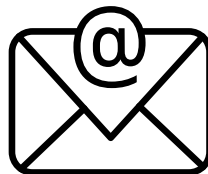# How I like to email potential PIs

STEP 1:
Be concise and clear

This is the most imporatnt thing to keep in mind **prior** to sending the email. Here are some things I like to do (especially if I am emailing multiple PIs):

- Make a word doc and/or excel sheet with everyone's name, institution and research interests.
- Sometimes I add links or PDFs to their recent publications
- Make a column for what you're contacting them for (for school or work experience?) This may not apply if you are emailing all of them for the same reason

STEP 2:
Introduce yourself and your "ask"

I like to start with my name (obviously), my most recent experience (school or work) and an initial explanation as to why I am emailing. For example, my usual format is:

"My name is Mirrah, I have recently graduated from Imperial College London with an MSc and I am looking to apply to the xxx PhD program at xxx School for 2023" or "I am interest

The last part enough to give them some idea as to **why** I am emailing.

How I like to email potential PIs

STEP 3:
Expand on this further

Now is your chance to go into detail and a good time to show that you have read their work and what they do. (It is likely that they know you are emailing multiple people, but it is still important to show that joining **their** lab is a priority)

But remember, this is not the time to exaggerate or go into immense detail.

"I have been reading your recent work on xxx and am very keen to learn more. As your work and my research interests align, I was wondering if it would be possible to discuss your work further and potential supervisory arrangements/work opportunities with you"

STEP 4:
ALWAYS ATTACH YOUR CV

(Capitalised to highlight importance!!!!)

Do not wait for them to ask for your CV. PIs are extremely busy and their inboxes are usually flooded.
As your CV contains your contact details, academic background and relevant work experiences, it is a great way to help convince them or help them decide if they are interested or not. They cannot make a decision if they do not know anything about you!

Once you attach your CV, add a line in your email to point this out:

"I have attached my CV for your reference"

STEP 5:
End with further information and a thank you!

If you are requesting a meeting (especially an in-person meeting), you can ask to let them know of your availability.

For me, I was visiting the city the lab was based in so I informed them of my availability so in case they were interested, they would know when we could meet.

Some things to keep in mind:

- It is always helpful to use the institution or programs student network to try and contact professors (even a verbal recommendation from someone they know can go a long way)

- Do **not** be disheartened if professors do not reply. Academia is underfunded, PIs are very busy so even if they are interested, they may not be able to respond to you