Example Letters of Expression of Interest

The examples below are suggested templates for writing letters to potential graduate program supervisors to express interest in working with them as a graduate student. These templates are examples only, and the fact situation that is relevant to each student will likely be unique. However, the applicant may use these examples to gage the quality of their letter or to stimulate their own ideas for a letter.

Example 1

14 August 2015

Dear Professor Brown,

My name is Tom Graduate, and I am currently an [undergraduate/graduate] student at the University of YYY. I have perused your website, reviewed a few of your published studies, and believe that my interests in [state subject area] align intimately with your current research thrusts. To date, I have taken [state a few relevant courses] and have published articles on [specify relevant subject] that have prepared me to undertake a program of advanced study under your supervision.

I have attached a copy of my curriculum vitae and an example of one of the relevant papers that I have written that demonstrates my capabilities and potential for advanced work. I would be keen to speak with you regarding my qualifications and a position within your research group as a research assistant at the [M.Sc./Ph.D.] level.

Sincerely,

Student Doe

Please ensure that the name of the professor to whom the letter is addressed is accurate.

It is highly recommended that you read a few of the relevant papers that the professor has published to determine whether the supervisory relationship, should it come to fruition, would be a good fit for the parties involved.

For those who wish to pursue a M.Sc. degree, a résumé will suffice, in lieu of a curriculum vitae.
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Example 2

14 August 2015

Dear Professor Bob,

My name is Tom Graduate, and we met at [specify event] this past week. Thank you for taking the time to speak with me about your research and program. As I mentioned during our meeting, I am currently an [undergraduate/graduate] student at the University of YYY. I have perused your website, reviewed a few of your published studies, and believe that my interests in [state subject area] align intimately with your current research thrusts. To date, I have taken [state a few relevant courses] that have prepared me to undertake a program of advanced study under your supervision.

I have attached a copy of my curriculum vitae and an example of a report that I wrote to demonstrate my capabilities and potential for advanced research work. I would be keen to speak with you regarding my qualifications and a position within your research group as a research assistant at the [M.Sc./Ph.D.] level.

Sincerely,

Student Jane

Please ensure that the name of the professor to whom the letter is addressed is accurate.

It is highly recommended to contact the professor within a few days after meeting him or her. It is also highly recommended that you read a few of the relevant papers that the professor has published to determine whether the supervisory relationship, should it come to fruition, would be a good fit for parties involved.

For those who wish to pursue a M.Sc. degree, a résumé will suffice, in lieu of a curriculum vitae. A report, if available, that falls within the general area of expertise of the professor would be best.