

**Sample Cover Letter to be sent in the body of an email or as an attachment to a potential Faculty Research Mentor**

SUBJECT LINE: Student Interested in Independent Research in your Laboratory

Dear Dr. Joe Bruin,

My name is Josie Bruin and I am a second year UCLA undergraduate majoring in MIMG. I am interested in doing research in your laboratory beginning Spring quarter.

As a microbiology major, I am interested in research that focuses on the genetics and molecular biology of microorganisms. Your work studying the molecular basis for bacterial communication, or quorum sensing, sounds very exciting. I am very interested to learn more about this topic and the techniques that your laboratory uses to study this mechanism as an undergraduate researcher.

I would greatly appreciate an opportunity to meet with you to discuss projects in your laboratory that I can join. I am available on Tuesdays after 2pm and on Fridays after noon for an interview. I have attached my curriculum vitae for your review and please view my [profile](#) on the UCLA Undergraduate Research Portal to learn more about my experience and interests.

I greatly look forward to your reply.

Sincerely,

Josie Bruin

E-mail address

Phone number

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Notes:

- Your letter should summarize your qualifications for the position and show that you have familiarized yourself with the work the research lab or group is conducting.
- Personalize each letter you send. Do NOT send generic emails to your list of potential mentors.
- The CV you attach should be easy to read and list relevant information to the research position.
- ALWAYS send emails from a professional e-mail address, preferably your UCLA email