

# A few email templates on how to ask for things via email

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## 1 Notes about templates below:

These are intended for PhD students applying for postdoc jobs.

## 2 Example of How I requested letters of recommendation:

**Email Subject Header:** *Your Name:* Request for postdoc Letters of Recommendation Hello *\*\*\*insert name\*\*\**, I hope this email finds you well.

This Fall I will be applying to several postdoctoral positions and fellowships and I would like to formally ask you if you feel comfortable writing a strong letter of recommendation on my behalf?

Working with you over the last few years through our various collaborations has been very crucial to my development as a student and as a scientist. I believe you could honestly and effectively vouch for my ability to conduct research and lead projects.

I have attached my CV and a general outline of the proposal (I'm still polishing this draft) that I will be submitting for the context of my experience and goals. I have also attached a spreadsheet for all of the applications I will be writing proposals for which contains overleaf links to my proposals (works in progress), potential mentors I'd like to work with, links to the job announcement and most importantly the deadlines to submit your letter. If you need any additional information, please do not hesitate to ask me.

Thank you so much for your time and support!

### 3 Example of How I requested letters of support/commitment from potential postdoc advisor:

**Email Subject Header:** Your Name: Letter of Commitment for *\*\*\*insert program name\*\*\** (This is assuming you've ALREADY met with them to discuss postdoc applications) Hello Dr. *\*\*\*insert name\*\*\**,

Thank you so much for meeting with me last week to learn more about the work that you and your research group does. I intend to submit an application to the *\*\*\*insert program name\*\*\** program where I will list *\*\*\*insert institution name\*\*\** University as the host institution. Would you be willing to write a letter of commitment on my behalf before the *\*\*\*insert program name\*\*\** deadline next week on *\*\*\*insert application due date\*\*\**?

If you are willing and able to provide a letter, I've included my research proposal which I will be tweaking and reformatting to match the style of the application. I've also pasted some instructions on what this letter should contain below. If there is any additional information that you might need from me to help you write this letter, please let me know. I believe you should send your letter directly to me so that when I submit my application materials, I can upload your letter as a supplementary material.

Once again, I thank you again for your time and for your flexibility so close to this deadline!

### 4 Example of Cold Emails for setting up meetings before application due dates:

Email Subject Header: Your Name: Applying to *\*\*\*insert program name\*\*\** Fellowship Hello Dr. *\*\*\*insert name\*\*\**, I hope this email finds you well.

My name is Dax Feliz, I am a PhD candidate at Vanderbilt University and I work in Dr. *\*\*\*insert advisor name\*\*\** research group. This Fall, I will be applying to the *\*\*\*insert program name\*\*\** fellowship and after looking at the recent publications from your research group, I think there could be some really great synergies between our interests and expertise. To briefly summarize, I specialize *\*\*\*insert 1-2 sentences describing your specialty\*\*\**. *\*\*\*insert a publication you have and in same sentence, describe the main result\*\*\**.

I am particularly interested in the *\*\*\*insert research group name\*\*\** collaboration that you lead and I'd like to learn more about the group. Over the last year or so I've developed a strong interest in *\*\*\*insert specific interest that your proposal will be about\*\*\**. Many of the members of the *\*\*\*insert research group name\*\*\** collaboration, such as *\*\*\*insert member name\*\*\** and *\*\*\*insert another member name\*\*\**, have all led studies that I learned a great deal from, and I would love to be a part of your research group.

I would like the opportunity to discuss doing a postdoctoral fellowship in your research group as a Fellow. I anticipate graduating later this coming

Spring with the intention to begin a postdoctoral position in Fall, 202X. If you would like to discuss this further, I have attached my CV for the context of my expertise, and you can contact me at *\*\*\*insert email address\*\*\**. Thank you so much for your time and I hope to hear from you soon!