

**Sample Cover Letter (Email)**

SUBJECT LINE: Student Interested in Independent Research in your Laboratory

Dear Dr. Otto Octavius,

My name is Mary Jane Watson and I am a second year UCLA undergraduate majoring in MIMG. I am writing to express interest in doing research in your laboratory beginning Spring quarter as part of the Student Research Program (SRP) offered by the Undergraduate Research Center (URC).

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 SRP student.

I would greatly appreciate an opportunity to meet with you to discuss projects in your laboratory. I am available on Tuesdays after 2pm and on Fridays after noon for an interview. I have attached my curriculum vita for your review.

I greatly look forward to your reply.

Sincerely,  
Mary Jane Watson  
E-mail address  
Phone number