Why would I need an email script?

An email script is useful if you want to contact people to research occupations, network, or inquire about job opportunities. Establishing initial contact through email can be challenging; you want to convey respect and interest, and saying the right words can sometimes be hard.

What to do:

1. Keep the email short and straight to the point. The three main things you want to get across are:
   • Who you are and the purpose of the correspondence
   • Your interest in the person’s research or occupation and your relevant skills
   • Suggest a length of time (ex. 10:30 am for 20 minutes) that you could meet or call to speak with them. This shows that you are extremely interested in the field and are anticipating some sort of response back
2. Make sure you display a working knowledge of the person’s research or position.
3. Thank them for their time at the end of the email. Also include an email signature which consists of your name, level, program, and university.
4. Maintain a balance between being too formal and informal. You don’t want to sound like you are quoting from the dictionary.

What NOT to do:

1. Don’t go over half a page. People are typically busy and appreciate a short and precise email.
2. Avoid sending emails from personal accounts like gmail or hotmail because they are not considered professional accounts and your email may end up in the person’s Junk Mail. Use your McMaster email account; the person is more likely to open an email from a recognized account that is more reputable.
3. Don’t confuse a resume with a cover letter. A cover letter addresses a specific position to which you are applying.
4. Don’t ask things such as how much they make or how much vacation they get. Nothing too personal either. Keep it professional!
5. Avoid using grandiose language and slang words (Hey, Yo, and even Hi are too informal).
SAMPLE EMAIL SCRIPTS

SAMPLE SCRIPT 1:

Dear Dr. _________________,

I am currently a ____ year student in the __________ program at McMaster University. After reviewing your academic interests on the Department of ______________’s website, I find myself fascinated by your research. In particular, ______________________________. I was wondering if there may be an opportunity to contribute to your current research project (by way of a summer job/co-op placement/part-time job/volunteer position).

Through my undergraduate courses I have developed transferrable skills in ____________, ______________, ______________. I am also competent in the following techniques and use of equipment: _______________, _______________, _____________ and __________________.

Attached is my resume which further outlines my experiences and skills. I am available at your convenience to discuss the possibility of making a meaningful contribution to your research. Thank you in advance for your consideration.

Sincerely,

Your name
Your program, Level __
McMaster University

SAMPLE SCRIPT 2:

Dear _________________,

I am a _______ year student in the __________ program at McMaster University. I was recently visiting _______________ website and believe the organization’s vision is in line with my professional goals which include _____________________________.

My previous experience as a ____________________ at ________________ has provided me with a diverse set of scientific and transferable skills. This includes experience with __________ and __________, and __________.

I would be very interested in meeting with you to learn more about future employment opportunities with __________. I have also attached my résumé for you to review.

I would ask that you contact me at your convenience to discuss how I might contribute to your organization and I thank you in advance for your time and consideration.

Sincerely,

Your name
Your program, Level __
McMaster University