
A free template from Elevate STEM

Cold Email Template

Use this to reach out to a professor about research opportunities. Swap in your own details wherever you see blue brackets, and keep it short. Professors get a lot of email.

Subject: High school student interested in your research on [research topic]

Dear Professor [Last Name],

My name is [Your Name], and I'm a [grade, e.g., 11th]-grade student at [School Name]. I'm really interested in [field, e.g., molecular biology or robotics], and I recently came across your work on [specific research topic]. I found it fascinating, especially [a specific paper or project, if you have one].

I'd love to learn more about [the professor's research area], and I wanted to ask whether there might be an opportunity to intern in your lab. I have experience with [relevant skills, e.g., Python or basic lab techniques], and I'm excited to build on that with hands-on research.

I've attached my CV, and I'm happy to send anything else that would help. Thank you for taking the time to read this. I hope I get the chance to contribute to your work.

Best regards,

[Your Name]

[Your Email Address]

[Your Phone Number]

Don't forget to attach your CV before you hit send. Our free CV template can help you make one. And if you don't hear back, a polite follow-up a week or two later is completely normal.