

# How to Write a Cold Email

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**BIO**  
**SCI**

UC San Diego  
BIOLOGICAL SCIENCES

# Cold Email Template: Format

## Format:

- Email
- Block style (no indentations at the start of the paragraph)
- Three short paragraphs
- One enter space (press enter twice) between salutation, paragraphs and signature
- Attach your resume

Formal Salutation (Ms./Mr./Dr. last name),

I'm NAME, a first/second/third/fourth-year MAJOR student at UC San Diego. I am very interested in joining your lab, but noticed there are no open positions. I'm curious to know if there are opportunities to join your team. I find your work on the phage nucleus fascinating and am passionate about studying antibodies.

Given that I am a hard-working student who works well collaboratively and individually, and given my technical experience gained in my courses, I believe I'd be a great fit for your team. I've attached my resume for your reference.

I'd appreciate the opportunity to discuss the chance to join your lab. Do you have time within the next few weeks to have a phone or Zoom conversation with me? I look forward to your response.

Sincerely,

NAME

# Cold Email Template: Structure

## Structure:

- Formal salutation
- **First paragraph:**
  - Introduce yourself with your name, year in school and major
  - State that you're interested in joining their lab, but haven't seen a job posting
  - State something about their research that you appreciate and align it with your passion/interests
- **Second paragraph:**
  - State a couple soft skills and technical skills or experience that you believe make you qualified to work in the lab
  - State that you've attached your resume
- **Third paragraph:**
  - State that you'd like to discuss joining the lab and ask if they have availability for the discussion
- **Signature:**
  - Sincerely followed by your first and last name

Formal Salutation (Ms./Mr./Dr. last name),

I'm NAME, a first/second/third/fourth-year MAJOR student at UC San Diego. I am very interested in joining your lab, but noticed there are no open positions. I'm curious to know if there are opportunities to join your team. I find your work on the phage nucleus fascinating and am passionate about studying antibodies.

Given that I am a hard-working student who works well collaboratively and individually, and given my technical experience gained in my courses, I believe I'd be a great fit for your team. I've attached my resume for your reference.

I'd appreciate the opportunity to discuss the chance to join your lab. Do you have time within the next few weeks to have a phone or Zoom conversation with me? I look forward to your response.

Sincerely,

NAME

# Sample Cold Email

Dr. Pogliano,

I'm Melissa Hoon, a second-year human biology student at UC San Diego. I am very interested in joining the Pogliano Lab, but have not found any open positions online. I'm curious to know if there are opportunities to join your team. I find your work on the phage nucleus fascinating and am passionate about studying antibodies.

Given that I am a hard-working student with a proven record of working collaboratively and individually, and given PCR skills and other basic lab experience gained in my courses, I believe I'd be a great fit for your team. I've attached my resume for your reference.

I'd appreciate the opportunity to discuss the chance to join your lab. Do you have time within the next few weeks to have a phone or Zoom conversation with me? I look forward to your response.

Sincerely,

Melissa Hoon