

Email Template

Dear Professor Smith,

I am applying for the Ball State Teacher-Scholar Program.

Quick introduction... *name, major, what are your goals?*

I am interested in your work because*before writing this, be sure to have read the description of their work*

If you are willing to meet, these are the times I'm free...

Thanks,

Your Name

Sample Email 1

Dear Professor Smith,

I am applying for the Ball State Teacher-Scholar Program. My name is Chris Jordan and I am a Fish and Wildlife major here at BSU. I am extremely interested in your research because you are working to save the bird population in Indiana. I would love an opportunity to join your research team and explore how I can be of help.

If you are willing to meet, I am available Mondays from 2-5, Tuesdays from 10-12 and Thursday from 8-11.

Thanks,

Chris

Sample Email 2

Dear Professor Tait,

I am applying for the Ball State Teacher-Scholar Program. My name is Chris Jordan and I am an English major here at BSU. I am extremely interested in your work because you also write screenplays. I would love an opportunity to work with you and explore how I can be of help.

If you are willing to meet, I am available Mondays from 2-5, Tuesdays from 10-12 and Thursday from 8-11.

Thanks,

Chris