

Sample e-mail to faculty member

Re: Responding to SRP 99 position posting

SUBJECT LINE: Posting for SRP 99 position

ATTACHMENT: I Twinn CV.docx

Dear Professor Imma Bruin,

I am a first-year UCLA undergraduate student majoring in Linguistics. I wish to enroll in the Student Research Program (SRP) 99 Contract Course administered by the Undergraduate Research Center–Humanities, Arts, and Social Sciences (URC-HASS). I am responding to the posting on the undergraduate research portal titled, “The Language of Texting and Effects on the Evolution of Speech” and would be interested in working with you on this research.

My background includes working knowledge of MS Office and familiarity with internet search engines including Internet Explorer, Google Chrome, and Safari. Additionally, I have extensive knowledge of texting language, rules, and structures, including the subtlety of pragmatic particles. I am available for the 8 hours per week that your study requires and am seeking to develop my research skills through contributing to this project.

I would greatly appreciate meeting with you to discuss the role in more detail. Please find my CV attached for your review.

I look forward to hearing from you.

Sincerely,
Ilene Twinn
UCLA email
Phone number