

## How to Contact a Potential Advisor

### Before you start

Finding an advisor is the most important part of any research based degree. To make the process as easy and as effective as possible it is important to be prepared before contacting potential advisors.

What should you consider before contacting advisors?

1. Research area or topic: You may have several ideas for research and different fields of interest and that's ok. However, you should limit your search for an advisor to the fields that are of interest to you. When contacting an advisor, you should write an email aimed at a specific person rather than sending generic emails to random people.
2. Consider your personal requirements and limitations: Not every research and lab are suitable for all students, consider your personal preference. For example: do you prefer practical or theoretical research? Are you willing to work with animals? etc.
3. Due diligence: you should be familiar with at least a few articles on your field of research, specifically articles by potential advisors you plan to contact. You should also try contact students in the advisor's research group to obtain impressions regarding the atmosphere within the group, the nature of personal relations, the educational atmosphere, and the daily work characteristic to the research.

### How to Contact an Advisor

Once you have a list of potential advisors you may start contacting them via emails. All advisors will have their email addresses published on their department's website as well as the Technion's phone book.

### What should your initial email include?

Your initial email should give the advisor a basic idea of who you are and convince them that you have a potential as a research student. You should include the following information in your email:

1. Introduction – your full name, academic background, relevant experience
2. Establish a connection – in this part you should explain why you are contacting this specific person. For example: you have read their article, you took their course, attended a lecture, met their research students, etc. It will be beneficial if you would explain how your research interest integrated in the potential advisor's general research.
3. Your goal – explain that you are looking for an advisor
4. Additional attachments – add relevant documents to your email, such as: your transcripts, CV, an evaluation for your degree

### Example for an initial email

The following example is a basic format for an initial email, you may use it as a basis for your email, however, make sure you adjust it for your specific needs.

Dear Prof. \*\*\*\*

My name is \*\*\*\*, I graduated from \*\*\*\* with a degree of \*\*\*\* (GPA \*\*\*).

I have read your article “\*\*\*\*” / attended your lecture at \*\*\* / took your course \*\*\*

The field of \*\*\* is of interest to me: I took part in research on \*\*\* / published an article / took part in the \*\*\* conference.

I am looking for an advisor in this field and would appreciate if you consider me for a position of a MSc/PhD student in your lab.

Attached is my CV, academic record, and a list of publications.

Best,

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