Dear Dr. X,

My name is (YOUR NAME) and I am currently a junior/senior in (MAJOR) at California State University Northridge. I am also a BUILD PODER scholar/trainee, funded by the National Institutes of Health. I am emailing you because I am highly interested in your area of research that focuses on (or examines) xxxxxxx. I believe that my research interests connect with your. I am interested in (tell us your interest). Currently, I (tell us what research project you are currently working on and what you have found so far. Tell of any presentations you have done/will do).

Your current research project that focuses on xxxxxx fascinates me/ interests me (put in something exciting here – tell him/her why you are a good match). I would be honored to join your research lab for the summer.

As part of the BUILD PODER program, we are fully funded (travel, lodging, meals, stipend) for the summer to participate in a mentored research experience at one of our partner institutions (UCI, UCLA, UCSB UCSD, Claremont Graduate University). I can work for 40 hours per week for up to eight weeks in the summer. [For those institutions that have a summer program – like SROP, SURE, etc]: My institution would like to work with your university so that I may be able to participate in some of the activities of your university’s [Name of Program].

I would like to discuss with you your current ongoing research and how I can be part of it during the summer. Perhaps we can talk by phone at your earliest convenience?

I also live in the neighborhood and was wondering if you and I can meet in person to discuss the level of connection of our research interest?

Attached is my curriculum vita for your review.

Thank you for your time.

Sincerely,

Your Name

NIH BUILD PODER Trainee/Scholar

Department of XXXX

CSU Northridge