Example Letter of an ‘Expression of Interest’
to potential Professors/Supervisors

Note 1: The example below is a suggested template for writing letters to potential graduate program supervisors to express interest in working with them as a graduate student. The template is an examples only. You may use this example to gage the quality of your letter or to stimulate your own ideas for a letter.

Note 2: It is highly recommended that you read a few of the relevant papers that the professor has published to determine whether the supervisory relationship, should it come to fruition, would be a good fit for parties involved.

Example

14 August 2015

Dear Professor [XXX],

My name is [XXX], and I am currently an [undergraduate/graduate] student at the University of [XXX]. I have perused your website, reviewed a few of your published studies, and believe that my interests in [state subject area] align intimately with your current research thrusts. To date, I have taken [state a few relevant courses] and have published articles on [specify relevant subject] that have prepared me to undertake a program of advanced study under your supervision.

I have attached a copy of my curriculum vitae and an example of one of the relevant papers that I have written that demonstrates my capabilities and potential for advanced work. I would be keen to speak with you regarding my qualifications and a position within your research group as a research assistant at the [M.Sc./Ph.D.] level.

Sincerely,
[XXX]