

## Supervisor Letter Checklist

- ✓ Introduce yourself
- ✓ Clearly state season [WINTER/FALL] and year of IPN application
- ✓ Describe previous research experience (2-3 sentences maximum)
  - Who did you work for?
  - What methods/techniques did you use primarily?
  - Any tangible outcomes from this work (conferences, presentations, publications)?
- ✓ Describe interest in Supervisor's lab (2-3 sentences maximum)
  - What specific research topics being studied in the Supervisor's lab interest you?
    - ✓ Cite recent (< 5 years old) publications, if possible
  - How do your previous experiences relate to these topics?
  - What is your career goal, and how will studying with this Supervisor help you get there?
- ✓ Be clear, concise, and polite
- ✓ Attach your CV and transcript
  - See *Curriculum Vitae Checklist* and *Sample CV* for formatting and content suggestions
- ✓ Follow up after 2-3 weeks!

## Sample Letter to Potential IPN Supervisors

**Subject:** Prospective [MSc or PhD] Student Inquiry

Dear Dr. [ADVISOR SURNAME],

My name is [STUDENT NAME], and I am interested in applying to the Integrative Program in Neuroscience at McGill University for the [FALL or WINTER] [YEAR] cycle.

I am very interested in your research on [GENERAL RESEARCH TOPIC], and in particular [SPECIFIC RESEARCH TOPIC; CITATION]. [A LITTLE MORE TEXT HERE TO INDICATE THAT YOU HAVE RESEARCHED THE SUPERVISOR'S RESEARCH PROGRAM]. I feel that my previous experience with [KEY METHODS/TOPICS] would make your lab a perfect fit for my graduate studies. In particular, I would love to investigate [SPECIFIC RESEARCH TOPIC(S)]. Are you planning to take any [PhD or MSc] students for the [FALL or WINTER] [YEAR] cycle?

I have worked with Dr. [PREVIOUS ADVISOR SURNAME] in the [LAB NAME] laboratory at [PREVIOUS INSTITUTION] for the past [NUMBER] years. During this time, I used [KEY METHODS] to study the neurobiological basis of [RESEARCH TOPIC], and discovered [KEY FINDING]. I presented this work as a poster at [CONFERENCE], and am also a co-author on a manuscript describing the findings that is currently under peer review.

I appreciate your time and consideration, and have attached my CV for further reference. Please do not hesitate to contact me if you require additional information or have questions.

Sincerely,

[STUDENT NAME]

**[note: remember to send a follow-up email if you haven't heard back in 2-3 weeks]**

## Sample Follow-up Letter to Potential IPN Supervisors

**Subject:** Prospective Student Inquiry – Follow Up

Dear Dr. [ADVISOR SURNAME],

I know that you are very busy, but I was wondering if you have been able to consider the previous email inquiring about potential positions for [PhD or MSc] students in your lab for the [FALL or WINTER] [YEAR] cycle. Are you planning to take students for this cycle, and would you be willing to accept someone with my interests and research background into your lab? I would very much appreciate the chance to discuss graduate school with you at your earliest convenience.

Sincerely,

[STUDENT NAME]