

Sample emails to PIs with inquiries about postdoc positions

Type 1: When you want to talk with the PI about *other* labs

Send a short, specific email to contacts to activate your circle of support. You're not asking specifically about positions in their lab, instead, you're asking for their advice and recommendations for you.

What to include: Relevant information about who you are and how you know them. Be specific and brief about what you want.

1. Who you are / Reminder of your connection
2. What you want
3. Your CV

Sample email:

Dear Dr. Kent,

I hope you're well. I know we haven't connected since the last XYZ conference. To update you on my progress: I'm currently a fifth-year student about to graduate from Darcy Prince's lab at UCSF.

I'm reaching out to my network for suggestions or recommendations for postdoc opportunities that might be a good fit for me. I've included my CV for your review and would appreciate any recommendations and/or an opportunity to chat with you for 20-30 minutes.

*Many thanks,
Miguel Morales*

Type 2: When you want to talk with the PI about *their* lab

Send a short, specific email to contacts that invites them to chat with you for 20-30 minutes. Express interest for their background, their department or their institution. Don't give up if they don't respond right away – we recommend writing again after one week if there's no response, and reaching out three times before moving on.

What to include:

1. Who you are
2. What you want
3. Why you are reaching out to them specifically
4. Next steps
5. Your CV

Sample email:

Dear Dr. Kent,

I'm currently a fourth-year student in Bob Wayne's lab at UCSF. I'm seeking postdoc opportunities in labs that study X and Y beginning next summer. Your lab was of specific interest to me after I read your recent paper on A and started thinking about how it relates to my work on B. I've attached my CV for your review and would welcome a chance to talk with you further.

*Many thanks,
Miguel Morales*