

Postdoc Application Email Correspondence Templates

AWM at UO

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Self-promotion is a crucial aspect of job applications, particularly in academia. This holds true for postdoctoral scholar positions, which are highly competitive. One strategy for increasing your chances of securing a postdoc opportunity is to reach out to the specific individual you are interested in working with via email, regardless of whether you have previously met them. The purpose of this email is to introduce yourself, highlight your mathematical interests, and express your enthusiasm for collaborating with them. By sending such a personalized email, you demonstrate your genuine interest in the position and distinguish yourself from other applicants. Additionally, this action helps to establish a connection with the potential advisor (and, if relevant, serves as a reminder of any previous interactions). This document includes email templates and writing tips that may be helpful for self-promotion savvy prospective postdoc applicants.

Tips

- It is important to keep this correspondence concise yet informative. Emails should be no more than four sentences.
- Ensure that you adhere to all deadlines as hiring committees typically convene shortly after the deadline to review potential candidates.
- Interest emails have a higher probability of effecting the outcome of the search if they are sent before the official deadline.
- Some professors hiring postdocs rely on interested candidates contacting them!

Email Templates

These templates are courtesy of Agustina Czenky.

To potential advisors that you haven't met

Dear Professor [last name],

I hope this email finds you well. My name is [full name], I am a 5th year PhD candidate at the University of Oregon working under [advisor's full name].

I wanted to let you know that I have applied for a postdoctoral position at [university] and mentioned you as a potential mentor. My research interests are mainly [-]. In case you are interested, here is my website, and I am attaching my CV to this email as well. I would love to talk more if you want.

Thank you for your time!

[name]

To potential advisors that you've met in some capacity (but maybe not spoken to)

Dear [name],

I hope this email finds you well. This is [full name], I am a 5th year PhD candidate at the University of Oregon working under [advisor's name]. We met at [conference name] in [place and time/year], and also at [place].

I wanted to let you know that I have applied for a postdoctoral position at [university name] and mentioned you as a potential mentor. My research interests are mainly [-]. In case you are interested, here is my website, and I am attaching my CV to this email as well. I would love to talk more if you want.

Thank you for your time! And Happy Holidays!

[name]