

SUBJ: Request to serve on my Ph.D. Committee

Dr. Garcia,

My name is Juan Doe and I am studying under Dr. Raymond C. Rumpf in the Department of Electrical & Computer Engineering. For my research, I am developing spatially-variant photonic crystals as a fundamentally new way to control light. We think it will allow us to develop optical systems that circumvent refraction. I plan to develop a radically miniaturized imaging system based on this new technology.

If you are willing and able, it would be my honor to have you serve on my Ph.D. committee. My advisor and I believe that your expertise and insights in geometric optics would be very valuable and greatly enrich my work. I plan on presenting my proposal to my committee near the end of March and defending my Ph.D. within 1-2 years after my proposal. You will receive my written proposal at least two weeks prior to when I present to the committee so that you can become familiar with my topic. I copied my advisor on this e-mail and his contact information is:

Dr. Raymond C. Rumpf
The EMProfessor
(888) 555-1212
advisor@univ.edu

I kindly ask that you let me know as soon as convenient if you will be able to serve on my Ph.D. committee. Do not hesitate to contact me or my advisor if you have any questions or would like to talk before making your decision. I look forward to hearing from you soon!

Sincerely,

Juan Doe
Research Assistant
Lab Name
<http://empossible.net>
youremail@univ.edu

GENERAL ADVICE

- Send this message as an e-mail separately to each person you are asking. Copy yourself and Dr. Rumpf on each e-mail.
- Make the letter as personalized and specific as possible to each person you ask. Spend some time researching each person you invite. You could mention that you reviewed their website, profiles online, recall previous interactions, point out similarities between your research and theirs, etc.
- Revise the wording above to sound more like yourself or to personalize it more for the person you are inviting.
- Recommend using the exact subject heading given above.
- Keep the letter as short as possible, but no shorter.