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Cold Emailing & Networking: The Ultimate Template Guide

An Admittedly Academy Resource

Created by Dr. Sergey Ryappo

This handout provides a collection of essential templates and quick-reference guides to help you craft effective cold emails for research, internships, and networking opportunities. **Use these as a starting point and always remember to personalize them before sending.**

I. Emailing Professors for Research Opportunities

Template 1: Professor in Humanities or Social Sciences *Focus: Demonstrating thoughtful engagement with their ideas and texts.*

Subject: Question about your research on [Specific Theme, e.g., "19th Century American Literature"]

Dear Professor [Last Name],

My name is [Your Name], and I am a junior at [Your High School]. I have a deep interest in [Your Field of Interest, e.g., "American History"].

I recently read your article, "[Title of Article]," and was particularly intrigued by your analysis of [Specific Concept]. It provided a new lens through which to understand [Connection to Your Interest].

I am currently working on a research project on [Your Project Topic] and would be grateful for the opportunity to ask you a few questions about your work. Would you be open to a brief 15-minute conversation in the coming weeks?

Thank you for your time and for your insightful contributions to the field.

*Best regards,
[Your Name]*



Template 2: Professor in STEM *Focus: Highlighting your technical interest and any relevant skills or projects.*

Subject: High school student interested in your lab's work on [Specific Research Area]

Dear Professor [Last Name],

My name is [Your Name], and I am a junior at [Your High School]. I am passionate about [Your Field of Interest, e.g., "computer science"].

I have been following your lab's work on [Specific Research Area] and was fascinated by your recent paper on [Specific Finding]. I have been teaching myself Python and working on small projects, which has made me even more curious about the advanced applications of this technology.

I am eager to learn more about academic research and would be thrilled to contribute in any way possible to your lab's work this summer. I am a quick learner and am happy to help with any tasks, from data entry to literature reviews. Would you be open to a brief conversation about your research?

Thank you for your time and consideration.

*Sincerely,
[Your Name]*

II. Networking for Internships & Shadowing

Template 3: LinkedIn Connection Request *Focus: A short, professional, and personalized connection request.*

Dear [Mr./Ms. Last Name],

I am a high school student in [Your City] with a strong interest in [Their Industry]. I was impressed by your work at [Their Company] and your recent post on [Specific Topic]. I would be grateful for the opportunity to connect and follow your work.

*Thank you,
[Your Name]*



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Template 4: Company or Startup for an Internship *Focus: Showing enthusiasm for the company's mission and highlighting your skills.*

Subject: Internship Inquiry: High school student passionate about [Company's Mission]

Dear [Hiring Manager Name, or "Hiring Team"],

My name is [Your Name], and I am a junior at [Your High School]. I have been following [Company Name] and am incredibly inspired by your mission to [Company's Mission].

I am passionate about [Your Interest] and have developed skills in [Your Skills] through [Your Experience]. I am confident I could bring my enthusiasm and a fresh perspective to your team.

I know you may not have a formal high school internship program, but I would be grateful for any opportunity to learn from your team this summer. I have attached my resume and would welcome the chance to discuss how I could contribute.

Thank you for your time.

*Best regards,
[Your Name]*



III. Essential Follow-Up & Thank-You

Template 5: The Polite Follow-Up *When to use: 5-7 days after your initial email if you haven't received a response.*

Subject: Re: [Original Subject Line]

Dear Professor/Dr./Mr./Ms. [Last Name],

I hope this email finds you well. I wanted to briefly follow up on my email from last week regarding [Original Topic]. I know you have a very busy schedule, but I remain very interested in learning more about your work.

Since I last wrote, I [Mention something new and relevant]. This has only deepened my interest in [Their Field].

If you have even 10 minutes for a brief conversation, I would be very grateful. Thank you again for your time.

*Best,
[Your Name]*



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Template 6: The Thank-You Email

When to use: Within 24 hours of any call or meeting.

Subject: Thank you for your time today

Dear Professor/Dr./Mr./Ms. [Last Name],

Thank you so much for taking the time to speak with me today. I truly appreciate you sharing your insights on [Specific Topic of Conversation]. I especially valued your advice on [Mention a specific piece of advice they gave you].

I am excited to [Mention a next step you will take]. I will be sure to keep you updated on my progress.

Thank you again for your generosity and guidance.

Sincerely,

[Your Name]



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IV. Quick Reference Guides

Subject Lines: Good vs. Bad

| ✓ Good Subject Lines | Why It Works |
|---|--------------------------------------|
| "Question about your housing policy research" | Specific topic, clear purpose |
| "High schooler interested in your memory lab" | Identifies sender, specific interest |
| "Your article on urban planning - follow-up question" | References their work directly |
| ✗ Bad Subject Lines | Why It Fails |
| "Opportunity" | Too vague, looks like spam |
| "Research position inquiry" | Generic, no personalization |
| "URGENT - Please read" | Red flag, unprofessional |

Common Mistakes: What Not to Say

| Don't Say | Say Instead |
|-----------------------------------|--|
| "I'll do anything!" | "I'm interested in helping with [specific task]" |
| "I really need this internship" | "I'd love to contribute to your work" |
| "I am passionate and hardworking" | Show it through your research about them |
| "To whom it may concern" | Find and use their actual name |
| Long paragraphs about yourself | Focus on THEM and their work |



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The Right Mindset: Become an Opportunity Creator, Not a Consumer

Dr. Sergey Ryappo

The most compelling college applicants are those who demonstrate initiative, independence, and a genuine passion for learning that extends beyond the classroom. Instead of passively waiting for opportunities, they actively design and build their own. This proactive, "creator" mindset is your new competitive edge.

Your curiosity IS your credential. Colleges don't expect you to be an expert. They expect you to be genuinely interested and willing to learn. Opportunities are created, not just found.

The 5 Golden Rules of Cold Emailing

A well-crafted cold email is your most powerful tool for connecting with professors, researchers, and industry professionals. To get a response, your email must be respectful, targeted, and authentic.

| Rule | What It Means |
|--------------------------|--|
| 1. Keep it SHORT | Under 150 words. Respect their time. Busy people delete long emails. |
| 2. Be SPECIFIC | Reference their actual work. Show you've done your research. No generic templates. |
| 3. Show GENUINE Interest | Ask thoughtful questions. Explain <i>why</i> their work resonates with you. |
| 4. Make a CLEAR Ask | State exactly what you want: a 15-minute call, advice, a potential opportunity. |
| 5. Respect Their TIME | Make it easy to say yes. Offer flexibility and attach your resume or a brief bio. |



The Anatomy of a Perfect Cold Email

Every successful cold email follows this simple, four-part structure.

- 1 Introduction (1 sentence): Briefly state who you are, your school, and your grade.
 - Example: "My name is [Your Name], and I'm a junior at [Your High School]."
- 2 The Hook (2-3 sentences): This is the most critical part. Reference their specific work (a paper, a project, an article) and explain why it interests you. This proves you've done your homework.
 - Example: "I recently read your paper on [Specific Topic], and I was fascinated by your findings on [Specific Detail]."
- 3 The Ask (1-2 sentences): Clearly and flexibly state what you are looking for.
 - Example: "Would you have 15 minutes in the coming weeks for a brief call to discuss your research?"
- 4 The Close (1 sentence): Thank them for their time and consideration.
 - Example: "Thank you for your time."

The Hunt: Where to Find and Create Opportunities

Think broadly about where you can apply your skills and passions. The goal is to find a match between your interests and a potential need.

| Category | Where to Look & What to Do |
|-----------|--|
| Academia | University Websites: Look up department faculty pages and lab websites. Read their recent publications. The Ask: Inquire about their research, ask for a brief informational interview, or express interest in assisting with their work. |
| Industry | LinkedIn & Company Websites: Identify professionals and companies in your fields of interest (tech, finance, business, healthcare). Startups are often more accessible. The Ask: Request a shadowing opportunity or an informational interview to learn about their career path. |
| Community | Local Organizations: Think about libraries, community centers, hospitals, and non-profits. The Ask: Don't just ask to volunteer. Propose a specific project you can lead, like a coding workshop for kids or a fundraising drive for a local cause. |



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The Follow-Up & The Numbers Game

Persistence is crucial. Most emails, even good ones, don't get a response on the first try. A polite and value-adding follow-up is your secret weapon.

- **The Funnel:** Expect to send 100 emails to get 10 responses, leading to 3 conversations and 1 opportunity. This is a normal success rate.
- **Follow-Up Timeline:** Send a polite follow-up email 5-7 days after your initial message. You can follow up 2-3 times before moving on.
- **Add Value:** In your follow-up, mention something new you've learned or a new thought you had about their work. Don't just repeat your original request.

Your 7-Day Action Plan: Start Now

Knowledge without action is useless. Use this plan to send your first cold email within a week.

- **Days 1-2: Discover & Research:** Identify 5-10 potential contacts whose work genuinely interests you.
- **Days 3-4: Draft:** Write personalized emails to each contact using the structure above.
- **Days 5-6: Proofread:** Have a parent, teacher, or friend read your emails for clarity and typos.
- **Day 7: Send:** Send your first batch of emails (ideally Tuesday-Thursday morning).

Your journey to creating your own opportunities starts with a single email. Good luck!

Good Luck!

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