

Letter 1

Dear Professor,

I am ..., studying as an undergraduate student of ... **Engineering**, at the first and the most prestigious university in, **University of**, I have always been enthusiastic for continuing my education through graduate programs. I have shown very good performance in my undergraduate program, with the **Cumulative GPA** of .../4.00, and **last two years GPA** of .../4.00, also I have a very good background and grades in all of my specialized courses with **total cumulative GPA for specialized courses** of .../4.00. Moreover, I have valuable experiences in teaching as **T.A.** for both basic and upper-division courses, working experiences, computer skills, and self-studies in technically fields I have always been interested. I have found "...", "...", and "...", extremely interesting. I have studied your research field and I was excited to discover interesting similarities between my field of interests and yours. Specially, your research interest in "...", and your article with the title of "...", enticed me to email you, and see whether I would be qualified to be your research assistant under your direction from fall ... at, Thank you in advance for your consideration. I attached **my CV** to this email. Besides, I have provided my CV and further information in **my website**, and it would be a great honor for me if you take some time to read them and inform me whether I would be qualified to be your research assistant in your following graduate programs. Please let me know if I can provide you with further information through this email. I eagerly look forward to hearing from you.

Yours Sincerely,

Letter 2

Dear Professor ...,

I am ..., studying as an undergraduate student of ... **Engineering**, at the first and the most prestigious university in Iran, **University of**, I have always been enthusiastic for continuing my education through graduate programs.

I have shown very good performance in my undergraduate program, with the **Cumulative GPA** of .../4.00, and **last two years GPA** of .../4.00, also I have a very good background and grades in all of my specialized courses with **total cumulative GPA for specialized courses** of .../4.00. Moreover, I have valuable experiences in teaching as **T.A.** for both basic and upper-division courses, working experiences, computer skills, and self-studies in technically fields I have always been interested.

I have visited your website and found my research interests to be well in line with almost all of your research interests you are currently working on. In particular, I would like to highlight “ ... ”, and “ ... ”. I have attached **my CV** for your review. Besides, I have provided my CV and further information in **my website**, and it would be a great honor for me if you take some time to read them and inform me whether I would be qualified to be your research assistant in your following graduate programs from fall ... at

Thank you in advance for your consideration. Please let me know if I can provide you with further information through this email. I eagerly look forward to hearing from you.

Yours Sincerely,

Letter 3

Dear Professor ...

I am ..., a senior student at the school of ... Engineering at the University Of ..., which is the oldest and most prestigious university in

I have a good background and shown good performance in my undergraduate courses. My GPA is ... **out of 20** and I am one of the best students in our faculty who exempted from National Entrance Exam for Master of Science degree.

I have found “...” very interesting, and I have studied some of your publications.

I did many studies and researches in your field of study and I am familiar with modern research methods. Also, I have many teaching, research and work experiences.

I have attached my CV to this mail. I wonder if you have any available position or not. It will be a great honor for me to continue my research and studies under your supervision.

I am looking forward to your kind reply through my E-Mail.

Best Regards, ...

Letter 4

Dear Professor -----

I am a M.Sc. student of ----- at University of ----- . I got my B.Sc. in the same major at University of ----- . I ranked ---- amongst about 9000 applicants in nationwide M.Sc. entrance examination, and entered University of ----- . My GPA during M.Sc. is ----- (until now).

My thesis project is "-----".

I am interested in your research areas especially in the area of ----- . Regarding your previous activities and your publications I feel confident that joining as a PhD student to The University of ----- under your supervision will help me achieve my objectives. I wonder if you would be so kind as to read my CV (which is attached to this email in pdf format) and let me know if it could be acceptable to pursue my education towards PhD degree under your supervision.

Best regards,

Letter 5

Dear Dr.

I am a M.Sc. student of ... from....

I am pleased to say that I have visited your homepage and have got some information about your Interest areas especially on "...." issues.

Because of similar research Interests I am encouraged to apply for the Graduate Program of University,

It will be indeed an honor for me to be associated with your team either as a research assistant or teaching assistant.

Here you can download my attached Resume to get more information about me and my research Interests. I would appreciate your kind reply about the possibility of further communication.

Best of Luck

Letter 6

Dear Prof.

I am a student of ----- in University of -----, I saw your homepage and I am so interested in your research field. I would like to know if there is any chance for me to pursue my M.Sc. Degree under your supervision in fall-----.

A summary of my resume is below and the complete one is attached.

1. Ranked in top --- among --- students of ----- department at University of -----.
2. My total GPA is ---/20
3. Ranked and among more than 45000 participants in the national university entrance exam for B.Sc. degree 2005.
4. Studying in University Ranked in ----- among all the universities in my country.

Best Regards,

Letter 7

Dear Prof-----,

I am, a graduate applicant of----- University for the MSc or PHD degree in ---.

I have gotten my bachelor degree in ---- in the university of ----, which is ranked first among Iranian universities. I will be so happy if I get the chance of continuing my education in this university especially under your supervision as a TA or RA.

During my education in the BS period, I have become so interested in operation research,-----, and I have done a variety of researches and projects in these subjects. I am working on my B.Sc. Project about ----.

In order to give more information about my B.Sc. career, I have sent you my resume, which explains my knowledge and experience in my major.

Sincerely,

Letter 8

Dear Professor ----,

I am ---- and want to apply for PhD in your department.

Finding common interests with your field of research, I came to ask you to accept to be my supervisor. I had an excellent performance in B.S. I maintained the GPA 17 out of 20 which ranked me 3 among about 40 students in Industrial Engineering department, University of ---. I have passed some common courses in Mathematics like Calculus and Differential Equations. I also passed some advanced courses in statistics like Simulation, Queuing Theory and Regression. I also had a course in supply chain management that let me to focus on some inventory problems in supply chain like Bullwhip Effect. I have got my diploma in mathematics too.

In MBA entrance examination I was ranked among 3000 applicants.

Choosing Industrial Engineering as my major stemmed from my deep interest in operation research approaches like linear programming and optimization models in theory and their application in logistics and supply chain management as well.

Regards,

Letter 9

Dear Dr. ----

I have B.S degree infrom ...in IRAN and I am going to continue my education at your university. In the on-line search, I became familiar with McMaster University and since I was interested in the research subjects related to ---- I found your name in the university website. I became very interested in your research interest -----, I have basic backgrounds in -----, so I think my backgrounds will fits me with the position well.

My B.S project's research was in the field of -----. I worked on the ---. I also have done a research on synthesis of carbon nanotube with ----. My CV is attached which further demonstrates my qualifications.

If you need more information I will be so glad to answer. Thank you so much for your consideration. I will be so happy to know about your response

Regards