

Dear Professor John Doe,

I would like to inquire about the possibility of joining your lab for honours next year. Virology is an area I am particularly drawn to and the vector-virus association with respect to the arboviruses is a fascinating field.

I am a 3rd year Bachelor of Biomedical Science student specialising in Immunology and Infectious Diseases. I have completed a number of 3rd year courses with a strong focus on viruses, participated in a research project with Associate Professor Nick Davis-Poynter and regularly attend seminars in the field. These activities have provided me with experience, knowledge and cemented my desire to pursue virology for honours and my future research career.

I am hoping that I would be able to meet with you at one point in the coming weeks to discuss your current projects and honours opportunities.

Kind Regards,

Joshua Deerain

This email follows the WRITE method for effective communication. Each paragraph focuses on one aspect of the WRITE method. Breaking up of the paragraphs uses principles of white space making it easier for the reader to follow. The rule of 3's is used in the 2nd paragraph to communicate my commitment and enthusiasm for research in virology.

Joshua Deerain 9/10/13 9:04 AM

Comment [1]: To Whom the email is written. "W"

Joshua Deerain 9/10/13 9:04 AM

Comment [2]: Real meat of the message. "R"

Joshua Deerain 27/10/13 5:45 PM

Comment [3]: Short and concise sentences

Joshua Deerain 9/10/13 9:05 AM

Comment [4]: Information on background. "I"

Joshua Deerain 9/10/13 9:18 AM

Comment [5]: Rule of 3. 3 experiences.

Joshua Deerain 9/10/13 9:19 AM

Comment [6]: Rule of 3. 3 things which these experiences have provided me with.

Joshua Deerain 9/10/13 9:05 AM

Comment [7]: Take these steps. "T"

Joshua Deerain 9/10/13 9:06 AM

Comment [8]: End it. "E"