First email to a prospective supervisor: outline and record

Plan what you will say in your own words: who you are, a paper or project you actually read, and a specific question. This is not a university's official script.

NAME _____ DATE _____

BEFORE I WRITE

PROFESSOR AND DEPARTMENT _____

PROGRAM I WOULD APPLY TO _____

PAPER OR PROJECT I ACTUALLY READ (FULL TITLE) _____

HOW THE GRADUATE PROGRAM SAYS TO MAKE FIRST CONTACT _____

THE MESSAGE

- [ ] I read the graduate program's own instructions for contacting supervisors
- [ ] The paper or project I mention is one I have read
- [ ] I say who I am, what I have been studying, and one specific question
- [ ] I am not pasting a generic flattery paragraph
- [ ] I listed any deadline I am working toward without asking them to rush
- [ ] I kept a copy of the email I sent

RECORD

Person	Email sent on	Reply on	Outcome (meeting / not taking students / no reply / other)	Follow-up date

This site does not invent a university cold-email script. Ask the graduate program how they want first contact. A blank supervisor line in a catalogue is not a reason to invent a research fit.

SOURCES (CHECKED 2026-11-27)

Check current CGRS Master's instructions, if you will also name a supervisor on a scholarship application on the official page.
https://nserc-crsng.canada.ca/en/funding-opportunity/canada-graduate-research-scholarship-masters-program (checked 2026-11-26)