

HOW TO APPLY

to research opportunities

1

FIND A PROGRAM

Identify the program you want to apply to.

Think about what your interests and past experiences are prior to applying. Here are some resources to get started!

- Science Center Summer Research Program
- [First Year Student Apprentice Program](#)
- [Sophomore Early Research Program \(SERP\)](#)
- [MIT's Undergraduate Research Opportunities Program \(UROP\)](#)
- [National Science Foundation's Research Experiences for Undergraduates \(NSF/REU\)](#)
- [Beckman Foundation](#)

2

PLAN WHAT YOU NEED

Things you might need:

- Letters of recommendation
 - Check out our email template for how to ask for a letter of recommendation!
- Personal statement or essay
- Resume or CV

3

LETTERS OF RECOMMENDATION

Who to ask

- Ask someone who can say strong positive things about you! For example, a professor who knows you well past manager/ lab PI

How to ask

- Ask in person or by email at least 1 month in advance! Check out this template. Tell them what you're applying to and why. Give reasons why you want a letter from them.
- If they say yes, send them your resume, an essay, or anything that will help them write you a letter.

Send a friendly reminder a few days before the letter is due.

4

RESUME/CV

When writing or reviewing your resume, keep these resources from [Career Education](#) in mind. Career Education is a great resource for resume reviews, career guidance, and more so don't hesitate to book an appointment if you have any questions!

5

PERSONAL STATEMENT/ESSAYS

Check out this guide to [personal statements](#) from Career Education to get started! After you write an essay, have someone (a friend, mentor, Career Advisor) review your essay.

6

SUBMIT ON TIME!

Congrats, you submitted an application! Keep track of the applications you send out and if/when they plan on responding. If you don't hear anything by the time they say they'll respond, send a friendly follow up email.

