
How to Get Involved in Research

For more information, please visit:
<https://engineering.uci.edu/research>

1 Find what interests you

Browse by department, thrust, or faculty on <https://engineering.uci.edu/research>.

2 Identify funding

Discover UROP/ SURP opportunities that include funding for your project at <https://uop.uci.edu>.

3 Prepare your resume

Ensure your resume is up to date with your most recent experiences and qualifications.

4 Review your resume

Leverage resources and tools from <https://career.uci.edu>, such as sample resumes, cover letter tips, and mock interviews!

5 Reach out

Initiate contact with the research group through a professional email.

6 Prepare for a meeting

Ensure you're prepped with information about what they do and how you can play a part in it.

7 Fill out research form

Download the proposal for individual study from <http://undergraduate.eng.uci.edu/forms>.

8 Enroll in research

Please fill out the form and submit it to ugengr@uci.edu. Once authorized, you may enroll in the proper course.

PROFESSIONAL EMAIL TEMPLATE

To: Research lab email or professor's email



CC: If relevant.

For instance, if you have a mutual connection that introduced you to the position.

Subject: Be clear and concise, keeping in mind that professors get many emails, and you want to ensure they see yours

Introduce yourself!

- Name, year, major + minors, or specializations.
- Include any special interests or what motivated you to reach out.

Explain your intentions and highlight your qualifications!

- Why do you want to get involved?
- Why are you passionate about this particular project or experience?
- What do you already know about this research group or effort? (Show that you've done your research)
- Why are you a good fit?

Make plans to follow up!

- Let them know that you look forward to hearing from them.
- If you do not hear back, send a follow-up email within a week.

Include any necessary attachments!

- Attach your resume or Curriculum Vitae (CV)!
- Include a cover letter if relevant.



RESUME TIPS AND STRATEGIES



TAILOR YOUR RESUME

Pay close attention to the position description. Pick up on keywords. Please take note of company values and be able to speak to them. Curate your resume to align with their requirements.



OWN YOUR RESUME

You should be able to speak to every line on your resume. Ensure you are comfortable talking about your involvements and showing how those have prepared you for the necessary position.



LOOK INTO THE COMPANY

Understand their culture and research projects you could potentially be involved in. Find how you fit in.



INDUSTRY FOCUS

Review resume examples for your particular industry. Pay attention to format, fonts, and metrics.



BE CONCISE AND PRECISE

Use concise, clear, and active language to relay your experiences. Include specific situations, your roles in them, and the final impact. Be mindful of focusing only on key details.



FOCUS ON RELEVANCE

Include only the most relevant information and place the most important information first. Organize your resume chronologically and let it tell your story.



REVIEW AND REVISE

Proofread your resume. Have others provide feedback. Make sure many eyes have reviewed your resume.