

套磁信写作范例

注意：

这里是两个样本，模板是一模一样的，其中第一例是真实案例。另外请切记，**CV 或个人简历应该作为附件随第一封套磁信发给教授。**

按照这个模板的设计，第一次套磁是考试分数出来前，第二次则是在考试分数出来后，当然，如分数已经出来的话，考试分数在第一次告知教授也是可以的。

该模板思路如下——

第一次套磁：

第一段：表达套磁的意思，明确说明自己想要申请的专业，入学学期。

第二段：表明自己已经看过了学校的申请条件（目的是隐喻自己基本条件是符合的，不是在胡乱套磁，浪费教授时间）

第三段：介绍自己以及自己的学术经历

第四段：紧锲教授的研究项目，表达自己的研究能力和参与热情

第五段：试探教授口风，意图让教授告知自己的“录取几率”

最后：再一次强调自己的联系方式

第二次套磁，主要是报告自己的考试成绩

套磁信样本一

第一次套磁：简要自我介绍、学术背景、表达对教授项目的兴趣

Dear Professor David Carroll:

I am very sorry to bother you and send this email, but I really wish to contact you. I am a graduate student majoring in Condensed Matter Physics Theory in the Department of Physics, Tsinghua University (Beijing). I wish to pursue a doctoral degree in Physics at Clemson University. My desired date of entrance is Fall, 1999.

I have visited the homepage of the "Laboratory for Nanotech". I am writing this letter to you to introduce myself and query about the graduate programs at NCCNM. Thank you very much for reading this email.

Born on May 6, 1978, I entered Huazhong Univ. of Science and Technology (HUST) when I was 15 years old. I finished the four-year undergraduate program in three years and achieved my degree of B. Eng. (Optoelectronic Engineering) in June 1996 with the honor of "Outstanding Graduate". Then, I was admitted to the Graduate School of Tsinghua University at the Department of Physics. I will obtain my degree of M. S. (Physics) in June 1999. I have done much research work on the topics of mesoscopic physics, such as carbon nanotubes, persistent currents, Aharonov-Bohm geometric phase effects, electronic transport phenomena, etc. Such modern research topics attract me very much in that they are associated with both Condensed-Matter Physics and microelectronics, respectively my detail majors for M. S. and B. Eng.

I wish to say that I am indeed interested in the graduate programs at Phys Dept of Clemson University, and I eagerly wish that I can join your research group. As I have also strong research interests on carbon nanotubes, I do believe that the doctorate-oriented study under your direction will be of great help to me. I wonder, however, whether you do theoretical or experimental research works? I wish to state that, although my current research topics on carbon nanotubes are theoretical, I can also do experimental research works, especially optical studies, due to my undergraduate major in Optics. I hope my solid background in both physics and engineering can meet your general requirements of entrance to Physics Department as a graduate with financial supports. I deem it a great honor to become a graduate of Clemson, if admitted.

Would you please consider my application and tell me whether it is possible for me to be enrolled as your graduate with financial supports? Thank you very much for your kind assistance. I am looking forward to receiving your reply.

My current address is:

LIU, Junjie
P. O. Box 84-258
Tsinghua University Post Office
Beijing, 100084
People's Republic of China
My E-mail address is jliu@phys.tsinghua.edu.cn
or (if the first is down) jliu@mail.cic.tsinghua.edu.cn

Thanks!
Yours Sincerely,
LIU, Junjie

教授回复：表示需要进一步了解，要求提供考试成绩，注意标黑部分

Dear Liu, Junjie,

Thank you for the email and your interest in our research program.

I am very interested in your application and **would like to hear more**. Are you interested in Fall 1999 or fall 1998? Certainly for 1999 there should be no problem getting research support, **provided that your test scores**, grades, etc. are acceptable to the university. For 1998, it would be a little tougher because of the short notice, but might be arranged under special circumstances.

You asked about the nature of research here. In the laboratory, students generally couple calculations with experiment. We specialize in spectroscopic determinations of transport and electronic structure using scanning probes (STM and NSOM). To gain a detailed understanding of this, ab initio calculations must be compared with data. We have worked closely with J-C Charlier in Belgium, A. Rubio in Spain, and X. Blase in France using a variety of theoretical techniques including tight binding for structural information and LDA of DFT for electronics.

Our tunneling microscope is a low temperature Besoke design copied from the Julich group. We are capable of running at LHe temperatures for good energy resolution. We are in the process of constructing a near-field scanning optical microscope and a photon scanning tunneling microscope. These two new instruments should be on line around Dec.

Our group focus is to understand the quantum dynamics and optical response of individual nano-systems like carbon nanotubes, B-doped nanotubes and filled nanotubes. Look for our latest publications coming out in the next months in PRL, JMR, and Advanced Materials. The entire group will also be at the MRS meeting in Boston.

We would be pleased to consider your application for this year or next.

Dave Carroll
Professor of Physics
Clemson University

第二次套磁：托福、GRE 等分数出来后

Dear Professor David Carroll:

Thank you very much for your kind reply. I am sorry that during the summer vacation I cannot read and reply your email in time.

As stated in my first letter, my desired entrance date is in Fall of 1999. And I would like to provide my test scores. My TOEFL test score is 637 (Oct. 1997) with a TWE score of 5.0. My GRE test score is 2240 (Oct. 1996 V670 M800 A770). My GRE Subject score is 920 (Oct. 1997 Physics). And I will take the TSE test in the coming August. And my undergraduate and graduate GPA are both about 3.5 in 4.0, about top 10%-20% in my class.

I wish to make a note that during my undergraduate study I was quite young, and during my graduate study I take many efforts to study the basic courses in Physics by myself, which may be the reason my GPAs are not in the top 5%. But now I believe that I have been quite familiar in the knowledges of Physics, both the courses and the researches. So I hope that my test scores and grades are acceptable to Clemson with financial supports.

As to the research, I am very glad to learn the research background you provided in your letter. I am quite familiar with the works of X. Blase published in PRL and APL. I also know that J-C Charlier is a famous specialist in this field. So perhaps I could do theoretical research works in your group. Also, I am very glad to know that you have the needed main instruments for carbon nanotubes in your group, so that both theoretical and experimental works can be done.

I am puzzled at the "MRS meeting in Boston" you mentioned in your letter. What is the full-name of MRS? Is it a meeting specialized in nano-systems? I do research works on carbon nanotubes almost totally by myself, and perhaps are not familiar with such fixed terms. Would you please explain the contents of this meeting? Thanks. And you mentioned that your latest publications will come out in next months in PRL. Would you please send me the page number of this paper in PRL, and if possible, the full text of this paper? The journal PRL reaches to China very late, usually several months to half a year after published, and I don't have the account to find the full-texts of PRL on-line.

I am looking forward to receiving your warmhearted reply, Thanks.

Yours sincerely
Junjie LIU

教授回复：搞定，注意黑字部分

Dear Liu, Junjie,

Thank you again for your email. From the sounds of your scores and grades, you should have no problem entering Clemson. I am quite familiar with the program that you are in and have had **several close friends that have been there at Tsinghua**. In fact, Yunxiou Guo was in graduate school with me and she was in the accelerated program. She has done extremely well in the U.S. and after graduation went on to do some first rate science at a university in California.

Since 1999 is your target date, I can begin to arrange funding for a research assistantship for you. These are nicer than teaching assistantships because they allow you to focus only on your research. Naturally, you will not be obligated to accept should you find other options. However, I believe that you will be most welcomed here in my group.

You had asked about some of my publications, if you send me your address I can send preprints. They may take some time to get to China. You can find some of our work listed on our web site under my cv. This is an incomplete list but the PRL of last year is there and the latest hasnt yet been released from the publishers.

We have been doing some interesting things lately with topological defects on tube manifolds that you might like. We have recently imaged nanotubes which exhibit a change in chirality along the tube! Tunneling spectra show that this produces subtle changes in the LDOS as predicted in some of X. Blase's work. We have also begun optical studies on individual nanotubes using near-field scanning optical microscopy and spectroscopy. We are particualry interested in how the surface plasmon resonances (governed by tube topology) effects the third order nonlinear susceptability in these objects.

Thank you again for your interest in our group. May I suggest that we keep in contact over the year. Let me know your progress and I will try to help with the application procedures should you decide to join us.

Sincerely,

Dave Carroll

套磁信样本二

第一次套磁：

Dear Professor XXX:

I am very sorry to bother you and send this e-mail, but I really wish to contact you. I am a graduate student majoring in Condensed Matter Physics Theory in the Department of Physics, Beijing University (Beijing). I wish to pursue a doctoral degree in Physics at your University. My desired date of entrance is Fall, 2000. I have visited the homepage of the "Laboratory for Nanotech". I am writing this letter to you to introduce myself and query about the graduate programs at NCCNM. Thank you very much for reading this email.

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I wish to say that I am indeed interested in the graduate programs at Physics Dept. of Princeton University, and I eagerly wish that I can join your research group. As I have also strong research interests on carbon nanotubes, I do believe that the doctorate-oriented study under your direction will be of great help to me. I wonder, however, whether you do theoretical or experimental research works? I wish to state that, although my current research topics on carbon nanotubes are theoretical, I can also do experimental research works, especially optical studies, due to my undergraduate major in Optics. I hope my solid background in both physics and engineering can meet your general requirements of entrance to Physics Department as a graduate with financial supports. I deem it a great honor to become a graduate of Princeton, if admitted.

Would you please consider my application and tell me whether it is possible for me to be enrolled as your graduate with financial supports? Thank you very much for your kind assistance. I am looking forward to receiving your reply.

My current Email is: XXX

Yours Sincerely

教授回复：要求提供 GRE、托福等分数

Dear #####:

Thank you for the email and your interest in our research program.

I am very interested in your application and would like to hear more. Are you interested in Fall 2000 or fall 2001? Certainly for 2001 there should be no problem getting research support,

provided that your test scores, grades, etc. are acceptable to the university. For 2000, it would be a little tougher because of the short notice, but might be arranged under special circumstances.

You asked about the nature of research here. In the laboratory, students generally couple calculations with experiment. We specialize in spectroscopic determinations of transport and electronic structure using scanning probes (STM and NSOM). To gain a detailed understanding of this, ab initio calculations must be compared with data. We have worked closely with J-C Charlier in Belgium, A. Rubio in Spain, and X. Blase in France using a variety of the oretical techniques including tight binding for structural information and LDA of DFT for electronics calcs.

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We would be pleased to consider your application for this year or next.

XXX

Professor of Physics
Princeton University

第二次套磁：告知托福、GRE 等分数

Dear Professor #####:

Thank you very much for your kind reply. I am sorry that during the summer vacation I cannot read and reply your email in time.

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I am looking forward to receiving your warmhearted reply.

Thanks.

Yours sincerely

教授回复：成功

Dear XXX:

Thank you again for your email. From the sounds of your scores and grades, **you should have no problem entering Princeton**. I am quite familiar with the program that you are in and have had several close friends that have been there at Beijing University. In fact, ##### was in graduate school with me and she was in the accelerated program. She has done extremely well in the U.S. and after graduation went on to do some first rate science at a university in California.

Since 2001 is your target date, I can begin to arrange funding for a research assistantship for you. These are nicer than teaching assistantships because they allow you to focus only on your research. Naturally, you will not be obligated to accept should you find other options. However, I believe that you will be most welcomed here in my group.

You had asked about some of my publications, if you send me your address I can send preprints. They may take some time to get to China. You can find some of our work listed on our web site under my cv. This is an incomplete list but the PRL of last year is there and the latest hasnt yet been released from the publishers.

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Sincerely

Dave Carroll