

E-mail 1 – Tirando dúvidas com o departamento sobre financiamentos.

Dear XXXX,

My name is Thiago Vidotto, and I am a Master's student from the University of São Paulo.

Could you please help me with a few questions regarding the application process for Ph.D. students?

I am keen on applying for a Ph.D. position at the Department of Social Sciences from Stanford University. On the department website, I found out that there are several scholarships for international students, but it is still unclear whether the program accepts students from Brazil. Could you please clarify this to me?

Besides, I just wanted to double-check if the program also offers Ph.D. positions that can be fully funded by private agencies from the United States. I am asking this because I am also applying for other international scholarships that could support my 4-year stay at Stanford.

One quick last question: do I need to contact and be accepted by a PI from the Department ahead of my application?

Thank you very much.
Best wishes,

[Seu nome].

E-mail 2 – Para o programa de intercâmbios Mitacs. Enviei esse e-mail para verificar se eu poderia aplicar para uma bolsa de estudos no Canadá.

Dear,

My name is Thiago Vidotto, and I am a graduate student from University of São Paulo (USP). Could you please help me with a few questions I have about Mitacts International?

To me, it is unclear if I am eligible to apply for Mitacs International to do part of my PhD at Queen's University in Canada. Currently, I am a PhD student in the Genetics Department from USP.

In Brazil, I am supervised by XXXX, a Professor from Queen's University that currently lives in Brazil. We have collaborations with other Canadian Institutions, and I am really interested in conducting part of my research in Canada.

Could you please help me with this question?
Thank you.

Best regards.
[Seu nome].

E-mail 3 – Networking após um evento científico online.

Dear XXXX, how are you?

My name is Thiago Vidotto, and I am a Ph.D. candidate supervised by XXXX at the University of São Paulo.

I am writing to acknowledge your brilliant presentation at the XXXX online conference yesterday. Indeed, the associations between immune markers and genomic rearrangements have been the focus of my research for a few years. Your talk provided terrific insights on how I should carry out my research and allowed me to think from a different perspective on this subject.

I have a few questions that I was unable to answer with simple literature research. First: do you think measuring IDO1 expression through protein assays should not correlate with direct IHC data? The second question is the following: are you aware of any groups currently investigating autopsy samples from prostate tumors?

We have an ongoing project that aims to answer if high PGA is exclusively linked to a low density of immune-cells in distinct metastatic lesions. Many of your seminal papers provided a solid base for our rationale, but we still need other cohorts to validate our results – which are, indeed, really promising!

If you are interested in discussing this topic in more depth, we may arrange an online call with some other collaborators from this project.

Please let me know if you are interested in joining us in this project.

Sincerely,

[Seu nome].

E-mail 4 – Pedindo opinião sobre o grupo de pesquisa no qual você tem interesse.

Hi, XXXX!
How are you?

My name is Thiago Vidotto. XXXX gave me your contact after we spoke about your ongoing research position at Dr. Boutros lab in Toronto.

I am currently attending Queen's University as a Ph.D. student, and I am planning to apply for a postdoc position next year. I have a background in Life Sciences, and my Ph.D. is focused on genomics and immunogenomics on prostate, bladder, and ovarian cancer. I have some experience in bioinformatics and histopathology - which are the primary focus of my Ph.D. research.

I wanted to ask your opinion on how Dr. Boutros lab is arranged (how many postdocs, etc.) and if you think that the lab is a good place to work. Also, I heard you are a bioinformatician, so I wonder if he only supervises students/postdocs with high-level knowledge on data analysis? I have some experience on this subject, but I really wanted to be part of a group that could help me grow in the data analysis field.

Every information you can provide will help me a lot, so please feel free to say anything you feel important! :)

Thank you very much.
Have a great weekend!

[Seu nome].

E-mail 5 – Contato frio com pesquisador da Queen's University, Canadá.

Dear Dr. XXXX,

I am writing to apply to work under your supervision in the Masters of Science (MSc) program from the Department of Geological Sciences and Geological Engineering at Queen's University.

My name is XXXX. I recently finished an undergraduate degree in Geology Sciences at the University Center of Belo Horizonte (UniBH) in July 2018.

Although UniBH undergrad courses mainly focus on applications of science and technology, I have interest in the research fields of Geological Sciences. I have experience in Geotechnical Engineering, such as mapping for susceptibility analysis of geodynamic processes in cities from Minas Gerais and Mato Grosso (CV attached). In addition, during my undergraduate course, I have also been keen in Mineral Exploration. For instance, the Mineral Resource Evaluation and Economic Geology courses were key for my interest in the Mineral Extraction field. Indeed, our Professors at UniBH referenced several of your published studies on the Quadrilátero Ferrífero (Cauê Mine). For instance, Dr. XXXX, my graduation thesis supervisor at UniBH, frequently cited the importance and excellence of your research, which led to strong excitement on entering the Mineral Exploration field from my end.

Moreover, a close friend from the University of São Paulo just finished part of his Ph.D. at the Biomedical and Molecular Sciences department at Queen's University and he recommended the graduate program highly. Dr. XXXX, his supervisor at the University of São Paulo and also an Adjunct Professor at Queen's University, also commented on the excellence of the Mineral Exploration field at Queen's. Since then, I firmly believe that being able to have an MSc student at Queen's would contribute to my career and help establish a partnership between our countries and teams.

I came across several funding opportunities from Canada, such as Mitacs and those from the Geological Sciences and Geological Engineering department at Queen's University. Thus, I would be happy to know your availability to supervise me as a Master's Degree student in 2019-2021 at Queen's. I am very determined and focused on my work, and I would be honored to speak more about this opportunity. If you are interested, we could arrange a Skype call to discuss further details. My transcripts and CV are attached.

Yours sincerely,

[Seu nome].

E-mail 6 – Contato frio. Enviei essa mensagem pedindo orientação para o meu doutorado. Deu certo!

Dear Professor XXXX,

My name is Thiago Vidotto, and I am a Master's Degree student in the Psychobiology Graduation Program at USP/Ribeirão Preto. I hold a Bachelor's Degree in biology, and, during this undergraduate course, I primarily studied families of transposons and retrotransposons in plants. For this reason, I am familiar with some methods for gene quantification and sequencing. I also was a PAE student last year of the both I and II Genetics courses.

I learned about your research with XXXX, and since then, I have been reading some of your papers. Your research is really interesting, and I am enthusiastic about the FISH studies you have conducted in prostate cancer to determine *PTEN* deletion status.

I am pursuing a PhD position in genetics at USP, and I would be happy to know if we could schedule a meeting to speak about this subject. I study at USP, so we can meet when it is more convenient for you. If you prefer, we can also speak through Skype.

Thank you, Professor.
Hope to see you soon.

E-mail 7 – Contato quente (conversei com esse pesquisador em um evento internacional) para requisitar uma aplicação como pós-doc.

Dear Prof. Dr. XXXX,

My name is Thiago Vidotto. I am a Ph.D. student in Genetics from the University of São Paulo (Brazil), and I am currently involved in an exchange research project at Queen's University (Canada) with Prof. Dr. XXXX until 31st July 2018. My doctoral program is based in Brazil where I am supervised by Prof. Dr. XXXX.

Dr. XXXX and I asked you some questions after your brilliant talk when we met at the poster section of the Translational Cancer Research symposium at Barretos/São Paulo in September 2017. Dr. XXXX suggested that I might apply to you to be a postdoctoral fellow with you at MD Anderson when I finish my Ph.D. with him later this year. You said to stay in contact, so I am writing now to ask if you would be interested in having me as a post-doc in your lab in 2019-2020.

During my Ph.D., I have used genomic methods such as FISH and array-CGH analyzes to investigate the impact of tumor-intrinsic chromosomal changes that influence the tumor microenvironment and prostate cancer outcome. In Canada, I have also conducted *in silico* approaches to determine the implications of genomic instability in the immune response in ovarian and bladder tumors. For my post-doc, I am interested in developing machine learning algorithms that can identify mutational hotspots in noncoding genomic regions that may associate with the immune response of tumors. I am also interested in characterizing potential roles of lncRNAs that may mediate host responses to tumors in the microenvironment.

I will be applying for a Brazilian post-doctoral fellowship award that should fully fund my travel and monthly expenses for two years. If you are interested, I am happy to visit your group later this year, preferably before July 2018, to experience your lab routine and ongoing research projects. I already have a US visa and sufficient travel funding from my studentship, so no delays are expected.

My CV is attached to this message.

Yours sincerely,

[Seu nome].

E-mail 7 Versão 2 – Contato quente (conversei com esse pesquisador em um evento internacional) para requisitar uma aplicação como pós-doc. Com alterações para tornar o e-mail mais leve e claro.

Dear Prof. Dr. XXXX,

My name is Thiago Vidotto. I am a Ph.D. student in Genetics from the University of São Paulo (Brazil), and I am currently an international research student at Queen's University (Canada) with Prof. Dr. XXXX until 31st July 2018. My doctoral program is based in Brazil where I am supervised by Prof. Dr. XXXX.

Dr. XXXX and I asked you some questions after your brilliant talk when we met at the poster section of the Translational Cancer Research symposium at Barretos/São Paulo in September 2017.

During my Ph.D., I have used genomic methods such as FISH and array-CGH analyzes to investigate the impact of tumor-intrinsic chromosomal changes that influence the tumor microenvironment and prostate cancer outcome.

In Canada, I have also conducted *in silico* approaches to determine the implications of genomic instability in the immune response in ovarian and bladder tumors.

For my post-doc, I am interested in using machine learning algorithms to identify mutational hotspots in noncoding genomic regions. Your recent study published in XXXX was excellent, and I wonder if you still have ongoing research on this subject.

If so, I would be happy to know if you have post-doctoral positions available in your laboratory at MD Anderson for 2019.

If you are interested, I am happy to visit your group later this year, preferably before July 2018.

Also, we can speak through Zoom or Google Meets if that works for you.

My CV and transcripts are attached to this message.

Yours sincerely,

[Seu nome].

E-mail 8 – Contato frio. Eu estava em Londres e mandei e-mail para inúmeros pesquisadores sugerindo uma visita para discutirmos possibilidades de colaboração. Muitos deles responderam, mas a única pesquisadora que visitei foi a que respondeu ao e-mail abaixo.

Dear Dr. XXXX,
How are you?

My name is Thiago Vidotto. I am a Ph.D. student from Brazil where I am supervised by Dr. XXXX. We are primarily investigating the impact of PTEN loss in the tumor microenvironment of prostate cancer tissues.

We conducted some *in silico* analysis and validated our results in collaboration with researchers from Montréal and Kingston, Canada. I came to Cambridge to join the 3rd EACR conference where I presented a poster of our preliminary results. I spoke to Dr. XXXX and Dr. XXXX from the CRUK Cambridge and they commented about your excellence and interest in prostate cancer research.

Would you have any time in the next days so we can meet for a brief conversation? I am really interested in having new collaborations in the UK. I also have plans for a sandwich Ph.D. and a postdoc in the future.

Please, tell me if you have any time available and I can come to UCL when it works best for you.

Thank you.
[Seu nome].

E-mail 9 – Agradecimento pela entrevista.

Hello, XXXX.

Thank you for taking the time to meet with me and discuss the Ph.D. position at the Department of Public Health from Johns Hopkins Hospital.

Our conversation about XXXX was superb. After a quick analysis, I found out some references that may be of your interest. Briefly, *[discuta algum dado ou conclusão de artigos ou conceitos sobre os quais vocês conversaram]*.

If you have any other questions or need additional information from my end, please feel free to contact me.

Sincerely,

[Seu nome].

E-mail 10 – Segundo contato com um docente após não obter uma segunda resposta. Em outras palavras: o e-mail que você deve enviar “cobrando” uma resposta sobre algo.

Dear Dr XXXX, how are you?

I hope you and your family are staying safe *[é legal mostrar preocupação com a saúde do docente e sua família, especialmente durante uma pandemia]*.

I am writing to confirm if you have received my previous message regarding *[o que você tem de interesse; pode ser uma vaga, uma colaboração, um artigo a ser compartilhado, etc.]*.

Please let me know if you have any questions.

Best wishes.

[Seu nome].

E-mail 11 - E-mail para iniciar colaboração com docente no exterior após apresentar um problema que está tendo na sua pesquisa. Mas, atenção: o convite de colaboração deve ser apresentado como RESPOSTA ao e-mail que o docente te enviar. Esse primeiro e-mail serve para mostrar que vocês estão na mesma área e que seu problema é interessante.

Hi, Professor XXXX. How are you?

My name is XXXX, and I am a PhD student at XXXX [nome da sua instituição]. I currently work with XXXX [descreva seu objeto de estudo ou pergunta de pesquisa] under supervision of Dr. XXXX [nome do seu/sua orientador(a)].

We are currently having a few issues with our XXXX analysis/experiment [diga o nome/tipo de experimento ou análise]. We XXXX [descreva o problema com detalhes, mas não escreva demais].

We wonder if you have some thoughts on how to solve this problem. Since several of your published studies have employed this technique, we would appreciate any help you could offer.

Thank you.

Best wishes.

E-mail 12 – Agradecimento geral por uma resposta. Você SEMPRE deve agradecer TODAS as respostas que receber por e-mail. Acredite: isso facilitou minha vida a ponto de ter equipes tentando resolver meu problema, pois elas tinham me achado bastante cordial e grato.

Dear **XXXX** [nome da pessoa]. How are you?

Thank you for promptly [essa palavra significa 'rapidamente'. Se não for o caso, remova-a] replying to my previous e-mail. I really appreciate your help.

Regarding **XXXX**, I **XXXX** [descreva uma possível segunda pergunta ou comentário. Se não for necessário, siga para a próxima sentença].

Best wishes.

E-mail 13 – E-mail para perguntar algo burocrático para quem lida com questões de vistos, documentações, etc. Usei esse e-mail com a secretária do Johns Hopkins e ela ME ADORA! Hahaha.

Dear XXXX, how are you?

Thank you for contacting me regarding my fellowship application at Johns Hopkins.

I have a question concerning the degree verification letter I must provide with my application. I am not sure if this document is my Ph.D. certificate or if it could be a letter from my Department declaring that I will conclude my Ph.D. soon? I will be able to provide my certificate by March 2018 only.

Dr. XXXX is aware of my deadlines, but I wanted to make sure that I understood this correctly.

All the best.
Thiago.

E-mail 14 – E-mail que usei pra fazer uma pergunta tensa pra uma secretária. Eu gostaria de saber quanto pós-doutorandos recebiam no Johns Hopkins. Veja como eu abordei o assunto: informei que a pergunta pareceria um pouco inapropriada pra minha chefe, pois ela não lida com burocracias desse tipo. POR ISSO EU DIGO, GENTE: tratem todo mundo bem e vocês terão muita ajuda. Sério.

Hi, XXXX. How are you?

May I ask you something regarding the payment of postdocs at JHU?
I wanted to ask this to Dr. XXXX, but I found it was a bit inappropriate.

Do you know how much postdocs get paid in their first years at JHU?
I was able to find some information on this, but since tax payment in the US is entirely different from Brazil, I could not to understand how much I would receive after all deductions.

Any range you can provide will be helpful. I am searching for places to live, so it would be great to plan accordingly!

Thank you!

E-mail 15 – Descobrindo qual tipo de visto você deve obter para estudar no exterior. Usei esse e-mail com as secretárias da Queen's University.

Dear XXXX, how are you?

My name is Thiago Vidotto and I am a doctoral student in Brazil. I am aiming to visit Queen's University for 6 months, from 07 November 2017 to 07 May 2018, as a Ph.D. student supervised by Dr. XXXX.

I have an approved Brazilian fellowship that covers the costs of my flying tickets, accommodation, health insurance and all other expenses for this 6 months visit.

I will perform part of my doctoral study in Queen's. Do you know what kind of visa I should apply?

Thank you in advance.
Best.

E-mail 16 – Mais questões sobre vistos. Em especial, o Study Permit canadense.

Hi, XXXX. How are you?

I wanted to ask you some other general questions about the Canadian Study Permit visa.

- 1) With this the Study Permit visa, will I be able to join post-graduation courses?
- 2) Also, do I need to pay any fees?
- 3) Is the Visiting Research Student document the "Letter of Acceptance" requested by the Government?

I am asking these because I started to gather the documents requested by the Canadian Government to apply for the Study Permit visa. The Online Service Application for the Study Permit visa says that the Letter of Acceptance "(...) **shows the exact amount of tuition fees you are required to pay**, the anticipated starting and finishing dates, and the date by which you need to register."

Thank you very much for your help.
Warm regards.

E-mail 17 – Outro contato frio. Entrei em contato com esse pesquisador quando estava em Londres num congresso. Ele respondeu, mas não estava na cidade pra me encontrar, infelizmente.

Dear Dr. XXXX,
How are you?

My name is Thiago Vidotto. I am a Ph.D. student from Brazil where I am supervised by Dr. XXXX. I saw your talk at the 3rd EACR conference yesterday and was very glad to see your inspiring results.

[Hoje em dia, eu traria algo mais objetivo aqui. Talvez elogiaria algum aspecto mais claro da palestra, como um resultado interessante. Nisso, o e-mail não ficou impecável].

For my Ph.D., we are primarily investigating the impact of *PTEN* loss and other genomic events in the immune and inflammatory responses in prostate cancer. We conducted *in silico* analyzes and validated our results in collaboration with researchers from Montréal and Kingston, Canada.

Would you have any time in the next days so we can meet for a brief conversation? I presented a poster at EACR, so we can discuss it if you are interested. I am looking forward in having new collaborations in the UK. I also have plans for a sandwich Ph.D. and a postdoc in the future.

Please, tell me if you have any time available and I can come to UCL at anytime. I am staying in London until 4 July.

Thank you in advance.
All the best.

E-mail 18 – Resposta para um e-mail respondido de forma entusiasmada e positiva quanto ao seu interesse.

Hi, Professor **XXXX**.

Thank you for your prompt [*inclua essa palavra se a resposta tiver sido enviada rapidamente pelo docente*] response.

I am happy to e-meet [ou **meet on Zoom/Meet**] on XX [*data da reunião com hora*].

Also, thanks for sharing XXX [**these documents/these files/these papers**].

See you soon.

Best wishes.

E-mail 19 – Resposta para um e-mail respondido de forma seca e negativa.

Hi, Professor XXXX.

Thank you for your reply.

Please let me know if there is a change of plans.

Best.

E-mail 20 – Resposta para um e-mail respondido de forma amigável, mas negativa.

Hi, Professor XXXX.

Thank you for your reply!

I will keep looking for other PIs at XXXX *[nome da instituição]*.

If possible, please let me know if any positions are open in the future!

Best wishes.

[seu nome]