



當你沒申請到獎學金時 …

- 就是妳/你評估在國立清華大學就讀的自己在國際上的身價的時候 …
- 如何幫自己爭取交換期間生活費的補助？
- What do you need to prepare?
 1. a letter to introduce how you could help a Professor's research work, and CV;
 2. transcripts
 3. very likely one or two recommendation letter(s) (**provide the letters only when they are requested**)

範例：第一封問候信

Regarding Summer Research Internship

Inbox x



[Redacted]@gmail.com
to lwyang

Mar 29

Respected Prof. Lee-Wei Yang,

Show you are from a good school

I am a 2nd year undergraduate student pursuing Bachelor of Technology in Biochemical Engineering and Biotechnology at Indian Institute of Technology Delhi, India. I am writing to apply for an Undergraduate Summer Research Position at National Tsing Hua University under your mentorship from May 2018 to July 2018.

Show you are interested in working with this Professor

During my studies at IIT, I have developed keen interest in various aspects of Biochemistry and Biotechnology and it fascinates me deeply. While searching for ongoing development and research in this field, I came across your University's website and found out that your field of interest lies in Bioinformatics and Structural Biology which I found very appealing. I would be highly obliged to work under your mentorship and contribute to any of your ongoing research projects. I have done some fundamental courses and read many relevant books which have helped me develop a basic understanding of the area. It will truly be a great research experience and will help me clearly define my research interests.

Promote yourself: general information about your competitiveness and your university/department (world/domestic ranking etc)

I assure you of my relentless dedication. I secured All India Rank 2736 and was among top 0.2 % of 13,00,000 students who appeared for entrance into the prestigious Indian Institute of Technology (IIT). I was also awarded the merit certificate for getting 96% in 12th Board Examinations. As an undergraduate, I have balanced a rigorous course load and a number of extra-curricular activities that have allowed me to enhance my skills relevant to this role.

Express the possibility that you may consider applying for graduate study in the Professor's affiliated University

This research position will help me have a hands on experience of my theoretical knowledge and I am aspiring to eventually enter graduate school and It would be a great honour for me to have you as my mentor. This would give me considerable experience in this field and much required guidance for my research career. I am very interested in interviewing for this opportunity and look forward to learning more about your requirements. Please find attached my CV which further elaborates my skills and qualifications. It has a more in-depth review of other related projects and experiences that I would be glad to discuss with you.

Write in CV that you have learned relevant knowledge (taken courses) and done similar research work before

Thanking You,
Yours Sincerely,
[Redacted]
2nd Year Undergraduate,
Department of Biochemical Engineering and Biotechnology,
Indian Institute of Technology,
New Delhi-110016,
India.

通常交流兩個月（含）以上是正常的時間尺度，
若一個月以下，同學們還是可以嘗試看看





CV 寫什麼？誠實地寫讀者(金主)想要看到的，不只是妳/你想要寫的

1 / 2

Second Year Undergraduate
Biochemical Engineering and Biotechnology
Indian Institute of Technology, Delhi
E-mail: [REDACTED]@gmail.com

ACADEMIC DETAILS

Year	Degree	Institute	CGPA/Percentage
2016-2020 (Current)	B.Tech in Biochemical Engineering and Biotechnology	Indian Institute of Technology Delhi	7.603/10.0
2015	Class XII, ISC	City Montessori School, Gomti Nagar, Lucknow	96%
2013	Class X, ICSE	City Montessori School, Gomti Nagar, Lucknow	93.2%

SCHOLASTIC ACHIEVEMENTS

- Secured **All India Rank 2736** in Joint Entrance Examination (JEE Advanced-2016) held for selection to pursue Engineering at Indian Institute Of Technology amongst 200 thousand candidates.

LABORATORY SKILLS

- **Microbiology Techniques:**
 - Prepared **bacterial culture media** for growth
 - Performed **Gram Staining** of given bacterial culture and studied their morphology
 - Determined the bacterial **bacterial growth curve** by **Spectroscopy** and plate dilution method.
 - Examined the **influence of environmental factors on microbial growth**.
 - Examined the **anti-microbial sensitivity of antibiotics**.

TECHNICAL SKILLS

- **Programming Languages & Environments:** Java, Python.
- **Tools:** Autodesk Inventor.

PROJECTS

Design and Build of a Stair Climbing Trolley Prof. Sivanandan Aravindan, September 2016 - November 2016

Built a Stair Climbing Trolley which could be used to carry heavy objects up the stairs which are not easy to lift, thereby, making the work easy and time efficient.

Design of a Bioreactor for Waste Water Treatment Prof. Shaikh Z. Ahammad, Dec 2017 - Jan 2018

In a normal bioreactor tertiary unit is kept separated from the secondary unit thereby increasing the cost and footprint of the design. In our design we joined the tertiary reactor with the secondary reactor at its bottom thus making the design compact and cost efficient.

RELEVANT COURSES

- **Biochemical Engineering and Biotechnology:**

General Microbiology, Biochemistry, Mass and Energy Balance, Introduction to Biology.

- **Chemical Engineering:**

Transport Phenomena, Heat Transfer*, Fluid Mechanics*, Chemical Reactical Engineering-I*.

- **Other:**

Current and Emerging Issues in Finance*, Intro to Computer Science, Material Sciences, Calculus, Linear Algebra and Differential Equations, Intro to Electrical Engineering, Engineering Mechanics, Engineering Visualization and Comm., Product Realization by Manufacturing, Electromagnetic Waves and Quantum Mechanics.



妳/你具體會跟實驗室老師要求什麼？

- 來回機票
- 零用金(biweekly or monthly)
- 在其服務單位（通常是大學）內安排住宿 (e.g. 宿舍)
- 該實驗室聯絡人 (usually a junior research fellow, RAs or students): 所以你在行前有生活上的疑問可以emails或messengers詢問