Develop a Resume and Cover Letter/E-mail
See “How to write a resume” and “How to write a cover letter.”

Locate Interesting Lab Experiences
Students can research the BMS PI database on Carmen (Under “My Courses”, click on “Special”, then “Biomedical Science”, then “Research Database”), or by doing your own investigation. Other sources include:
- The OSU Undergraduate Research Office, http://ugresearch.adm.ohio-state.edu/
- The OSUMC Research website, http://medicalcenter.osu.edu/research/
- The School of Biomedical Science website, http://medicine.osu.edu/biomed/

Contact the Principle Investigator (PI)
E-mail is an appropriate first contact, and in the e-mail you should identify yourself as a Biomedical Science Major, express you interest in the area of research, and indicate how you learned of the PI (this is particularly important if you received the name from our database.) E-mails should be directed to a specific person (ie, Dear Dr. Smith is appropriate; Dear Professor is not.) Be specific as to why their research interests you; mention if you have read any of their articles. Ask if the PI is still accepting students, and if so, can you set up a time to meet. If you found multiple PIs that interest you, you can contact up to five of them at any one time.

Wait for a Response
It may take up to a week, and you may never receive a response. If you do not receive a response, consider following up with a phone call. If it is someone you really want to study under, consider stopping by his/her office. It is not appropriate to send repeated emails or email, call and stop by in the same day.

Interview
See “How to interview” for more details.

Send a Thank You Note
Again, see “How to interview” for more details.

Accept/Decline Offers
If you are offered a position, let the PI know of your decision by the agreed upon deadline OR as soon as you know, whichever comes first. If after interviewing you think this would not be a good lab for you, thank the PI for the opportunity to interview and learn more, but tell him/her that you will be pursuing other opportunities.

Create a Manageable Schedule
It is very important for both your reputation and the reputation of the BMS major that you show up for work. Don’t commit to more then you can handle, and if you find your grades are suffering due to your lab commitments, talk to you PI. While grades are the biggest priority, try not to ask for time off to study for finals, complete a paper, etc unless absolutely necessary. As a professional (as well as a graduate or professional student), you will need to handle multiple major responsibilities at the same time.

Note: If you contact someone on the BMS database and do not receive a response or are told there are no open positions, please share this information with your academic advisor so the PI database can be updated.

Developed by: Lori Martensen, Program Manager
www.medicine.osu.edu/bms
Updated: 12/2008