

Setting Up A Meeting

Tips for Reaching Out to Adults

Sample Emails

1. Ask if it's a good time to talk (especially if calling)

2. Share background on yourself:

Name (first and last), school, year in school
Why you are calling (specific person suggested, read work, took class)

3. Ideas for how to ask to have a conversation:

- I'm thinking about pursuing college, and I would like to learn more about your experience at X college.
- I'm interested in X, and I would love to get your advice on what I could do to learn more about X/get more experience in X.
- I would like to learn more about X. Do you have any ideas of people I could talk to/places I could work/volunteer/learn skills?
- I really admire X about you, and I was wondering if you would be able to tell me more about how you got to X.
- I've been thinking about X decision, and I would really appreciate talking it over with you and hearing your advice.
- I'm looking for a job or internship in X, and I would appreciate it if you could let me know if you hear about any jobs. Do you have my email/phone number?

4. If they are willing to meet to talk more, ask about:

- Time ("Are there days or times that would work best for you?")
- Place/Meeting type (e.g., video-conference, in-person, phone)
- Exchange contact information ("Can I give you my number in case you need to change anything?" "Is there a number I could contact you at if anything comes up?")

If they are not willing/able to meet:

- Express understanding ("I understand"/"That makes sense")
- Ask about recommendations for other people you could meet ("I was wondering if you knew anyone in X area who you think might be able to meet with me") and get their contact information

5. Thank them for their time

6. If you are going to meet with them, confirm time/place ("I will plan on seeing you at X time on X day at X place")

7. Express excitement ("I look forward to meeting with you.")

Tips for writing (professional) emails:

- Proofread your email before sending it
- Use capital letters and complete sentences
- Begin with greeting (Dear Dr./Mr./Ms./Mx. X,)
- End with "Thank you for your time" or "I appreciate your consideration"
- Sign off with "Sincerely" and your full name

Introduce yourself! Include all relevant information the adult might need about you. Don't assume that the adult will recognize or remember you if your previous interactions have been brief

Politely ask when a good time would be to have a conversation, including day, time and location, and approximately how long the meeting will last

Thank the person for considering your request to meet and express excitement for the meeting

Make an appointment either in person or for a phone conversation. Set a date, time, and place (try to arrange an in-person meeting if possible)

Dear Dr./Ms./Mr./Mx. X,

My name is [your name], and I am a junior at [high school]. I am writing because I am interested in volunteering as a tutor for kids at the middle school. I am a particularly strong math and science student but am interested in tutoring in any topic.

I would like to schedule a time to talk further with you about my experience and interest in tutoring, if you have time. Please let me know if you might be able to meet with me, and, if so, if there is a time that is most convenient for you. I am free on weekdays after 3:30 or I could meet anytime next Saturday, 3/22.

Thank you for your time.

Sincerely,
[Your name]

Dear Dr./Ms./Mr./Mx. X,

Thank you so much for taking the time to meet with me yesterday to discuss my options for college. It was so helpful to hear about how to improve my chances of getting into the university of my choice. *[Ideally, share some detail from the conversation that was especially helpful or interesting!]*

Would it be possible for me to contact you in the future if additional questions come up as I progress on my college applications? Thanks so much!

Thanks again,
[Your name]