

Setting Up a Meeting

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 X in college, and I would like to learn more about your experience doing X.
- 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

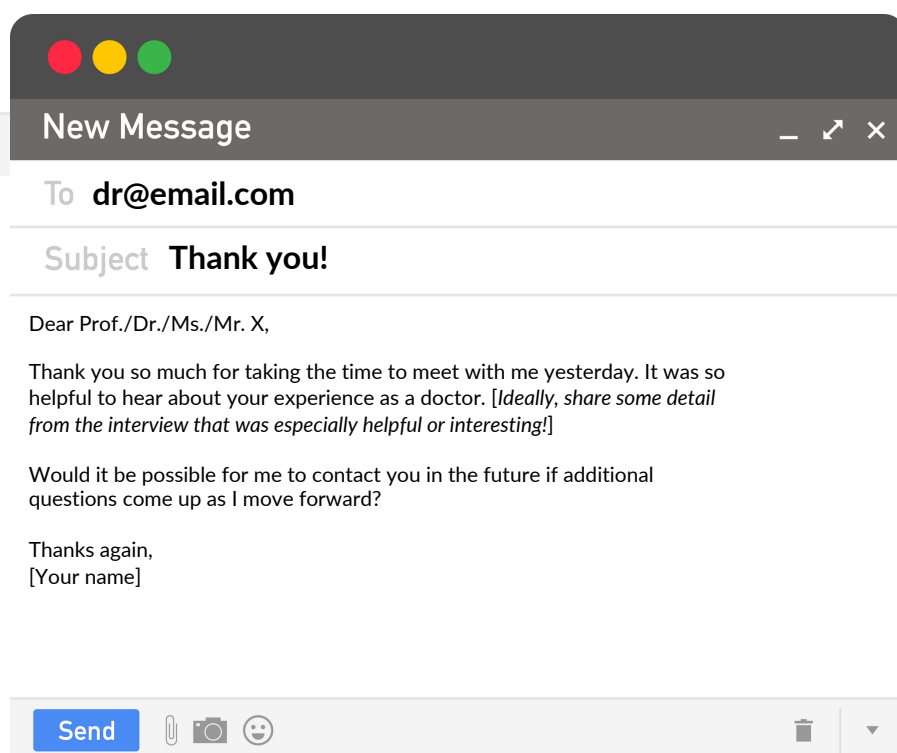
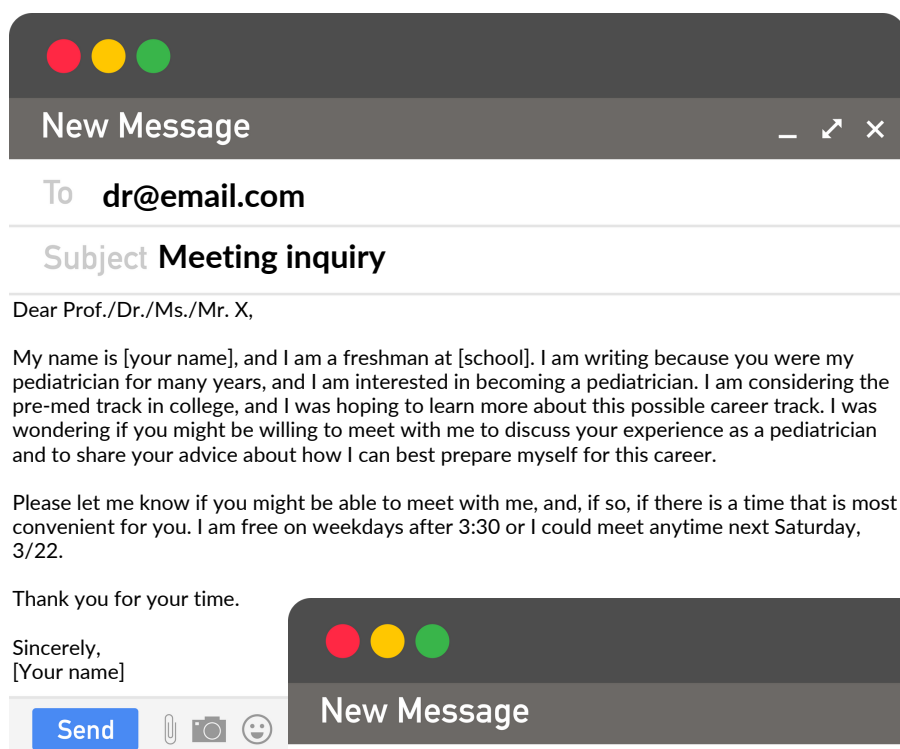
6. If you are going to meet with them, confirm time/place ("I will plan on seeing you at X time on X day at X place")

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

Professional email tips

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

Professional email examples



Final tips for reaching out

1

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.

2

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.

3

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

4

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).