EMAIL SCRIPT to UNDERREPRESENTED MINORITY STUDENT from

MU DEPARTMENT

Conference/Graduate Fair

Dear [student],

Greetings, this is [GPA/GPC name] from the department of [department name] at the University of Missouri. We are contacting you because of your participation in the recent [conference/graduate fair name].

Based on your interests, we wanted to let you know of the opportunities available at MU’s department of [department name], where we are committed to the highest quality educational experience possible for our students. We provide advanced training toward graduate degrees in a resource-rich, collaborative environment dedicated to discovery and innovation. You will find that our programs reflect a cross-disciplinary nature, where students are able to engage in active pursuit of their varied interests.

In the department of [department name], we specialize in [list several department specialties]. One of the recent developments in our department is [state recent development]. Moreover, our faculty [highlight some faculty achievement, and how graduate students in your department succeed].

We know that you have a wide selection of great graduate programs across the country to choose from, and hope that you find our department a good fit for your needs. Please feel free to contact me either by phone at [phone number] or by email at [provide email address]. For more information, visit our website at [provide website].

Thank you for your interest in the department of [department name] at the University of

Missouri. We look forward to speaking with you soon about the opportunities here in Columbia.

Warm regards,

Name

Title

Department