**EMAIL SCRIPT GUIDE: FROM UW DEPARTMENT TO UNDERREPRESENTED MINORITY (URM) STUDENT**

Hello, this is **[your name]** with the **[department name]** at the University of Washington. You recently attended the **[conference/graduate fair name]**, and I am writing to follow up with you on your interest in **[discipline/department name]**.

I wanted to highlight the opportunities available at the **[department name]**, where we are committed to diversity, equity and inclusion as well as the highest quality educational experience possible for our students.

**[See points you may want to highlight below.**]

Please let me know if you have any questions.

Thank you for your interest in the **[department name]** at UW. We look forward to talking with you more about what we offer. **[Remind them how/when you can be reached].**

**[Closing]**

POTENTIAL POINTS TO HIGHLIGHT

**Department Highlights**

Tip: ask your Marketing and Communications team for any recent stories!

Highlight key areas and share

* department specialties
* recent developments
* faculty achievements

**URM Resources**

Describe how URM graduate students in your department succeed.

Share how you provide support by

Let them know they can reach out to GO-MAP directly at grad.uw.edu/diversity/go-map or 206.543.9016.

* Partnering with GO-MAP and GO-MAP’s Outreaching Grads Program
* Using resources from the Diversity Portal
* Departmental Diversity Committee (if your department has one)

**Summer Research Experience**

When applicable, you might want to mention to students that [summer research experiences](https://www.washington.edu/undergradresearch/summer/) are available as well.