# **EMAIL TEMPLATE GUIDE:** FROM UW DEPARTMENT TO HISTORICALLY UNDERREPRESENTED GRADUATE STUDENTS IMPACTED BY RACISM AND ITS INTERSECTIONS

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

**Resources**

Describe how students from diverse perspectives and experiences succeed in your department.

Share how you engage with

Let them know they can reach out to GSEE directly at uwgsee@uw.edu or 206.543.9016.

* The Office of Graduate Student Equity & Excellence (GSEE) and GSEE’s [Outreaching Grads Program](https://grad.uw.edu/equity-justice/gsee-graduate-student-equity-excellence/what-is-the-og-program/)
* The Office of Equity and Justice (OEJ) , Graduate Student Affairs (GSA) , and GSEE’s Excellence in Graduate Education Series and [Equity in Graduate Education Summit](https://grad.uw.edu/equity-justice/programming-events/equity-in-graduate-education-summit/)