# **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 impacted by racism and its intersections succeed in your department.

Share how you provide support by

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

* Partnering with GSEE and GSEE’s [Outreaching Grads Program](https://grad.uw.edu/equity-justice/gsee-graduate-student-equity-excellence/what-is-the-og-program/)
* 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/)