



Seniors:

As you prepare and submit your college applications it is important to maintain good, productive communication with your admissions counselor. It is worth noting that the effectiveness of such contact can vary from school to school. A small college that reviews five thousand applications each year has more time to consider its candidates in depth than does a large university that might receive five times that amount. Nevertheless, wherever you are applying, it's critical to convey a total picture of who you are and to demonstrate sincere interest in attending that school. This is done through a **complete and competent application** along with **consistent, meaningful contact**. Communication should be succinct, clear and serve an actual purpose such as obtaining information or conveying updates about the candidate's high school career.

We are providing some sample emails to help guide you. If you have questions, please contact us.

Initial Email Requesting a Meeting (if you have not met previously)

Greetings!

My name is XXXX and I am a senior at XXXX High School in Pittsburgh, Pa. I would love the opportunity to meet and interview with you when you are in the Pittsburgh area. If you are not going to be in the Pittsburgh area, perhaps we could set up a phone interview.

I look forward to hearing from you.

Regards,

Initial Email as Introduction (if you have already met)

Ms. XXX,

Hello! My name is XXXX and I am a senior at XXXX HS. I had the pleasure of meeting you on campus a couple of years ago and more recently, at the college fair in Pittsburgh.

I recently received two pieces of exciting news that I wanted to share with you. I have been selected by our local rotary club to attend the World Affairs Institute in Pittsburgh in November. The World Affairs Institute is sponsored by the World Affairs Council of Pittsburgh which assembles high school student leaders to discuss key issues in international affairs. I am really looking forward to this opportunity. In addition, upon graduation I will be receiving a Certificate of Global Fluency from XXXX in recognition of my coursework, fieldwork and activities.

I look forward to visiting XXX again soon.

Best regards,

Hi XXXX,

Great to hear from you! That's wonderful--congratulations on what has clearly been a successful senior year so far! I will make sure that these accolades are added to your file to be reviewed with your application.

I look forward to reviewing your application in the coming weeks. In the meantime, please let me know if there is anything else you would like for me to add to your file.

Best,

XXXX

Assistant Director of Admissions

Post Submission of Application/New Year – prior to decision being released

Mr. Miler,

Happy New Year and thank you for the update on admissions decisions. Our finals begin at the end of the week so I am working hard to be prepared. Since we last spoke my Mock Trial team conducted tryouts and we have a great team for this year. We hope to become State Champions so we have been conducting regular practices and working on our direct and cross examinations. The cases are always interesting and I always seem to get the difficult witnesses. We will begin competition in late January or early February, depending on the weather in Pittsburgh. We also started winter training for crew and the regular season starts at the end of March or whenever the river thaws. Those first water practices in the spring are always very cold!

Again, thank you for reaching out to me.

Best regards

John,

A very happy New Year to you as well, and what a great message to return to! I'm glad to hear that your year has gotten off to a good start, though I can't say that I envy your weather woes. It's chilly down in XXXX, but nothing unmanageable for a guy from Atlanta. Your Mock Trial progress seems to be really kicking into gear which sounds fantastic, and I wish you the best of luck on your march to State. Thanks so much for the great update, keep it up!

*Warmly,
Richard*

Thank You Email Following Meeting/Interview

Mr. XXXX,

It was a pleasure to meet you and discuss XXXX College. I appreciate the time you spent with me as I know this is a very busy time of year for you.

After our meeting on Monday I received two pieces of good news that I wanted to share with you. I have been selected by our local Rotary Club to attend the World Affairs Institute in Pittsburgh in November which I think will be a great opportunity. In addition, upon graduation I will be receiving a Certificate of Global Fluency from XXXX in recognition of my coursework, fieldwork and activities.

Best regards,

Mr. XXXXX,

It was a pleasure to meet you and discuss XXXX. I appreciate the time you spent with me as I know this is a very busy time of year for you.

I look forward to visiting XXXX in the near future.

Best regards,

Maintaining Communication Post Acceptance

Mr. XXXX,

I was very excited to receive my acceptance to XXX this morning! Thank you for your help during the admissions process. I am trying to plan a visit and I was wondering if there is an admitted student's day? I noticed the Spring Preview online but that isn't until April 29th.

Again, thank you for your assistance and I hope to see you again when I visit the campus.

Best regards,

Hi XXX,

Congratulations! I was excited to read your application, and I'm happy to hear that you were excited to receive your decision. We will have another visit day for admitted students, it's called Experience XXXX, and it should fall on April 9th this year. That will be a big day, full of plenty of programs and opportunities for you to experience all different corners of campus. You should be receiving some information regarding that in the weeks to come.

I hope this helps, and I look forward to having you on campus this Spring!

*Best,
Richard*