

Email Guidelines:

Admission Representative Email

Dear Mr./Mrs./Ms./Dr. _____,

My name is _____ (First) _____ (Last). I am a junior/senior in high school at _____ (Name of High School). **Describe your classes, extracurricular activities, and/or anything unique you have done/any pertinent information. (If applicable) I visited _____ (Name of College) and fell in love with the campus (it did help that I was there on a beautiful day). I was very fortunate to have _____ (Name of tour guide) serve as my tour guide and introduce me to Professor _____, Professor _____, and Professor _____.** Their enthusiasm for their subjects was impressive and memorable. Each of them emphasized that _____ (Name of College) encourages faculty members to mold their classes in a way that is authentic and personal to themselves and their students. I have developed strong personal connections with my teachers, and I am impressed with _____ (Name of College)'s 9-to-1 (Adjust as needed) student-to-teacher ratio. (Mention anything else that stands out to you). As I look to further my educational experience in college, I am drawn towards schools that offer (Certain types of programs, athletics, study abroad/work options, etc.). I left the campus encouraged that _____ (Name of College) would be an **excellent fit for me**. So, I will definitely submit an application to your school in the fall of _____ for the incoming Class of _____.

Please let me know if you are going to be visiting my high school, _____ (Name of High School), or the Charlotte region this fall as I would love to meet you in person, and learn more about what my college experience would be like at _____ (Name of College).

Sincerely,
First & Last Name