**Tips on Professionalism and Email Templates:**

These are not scripts, but are examples of good email communications. In the first document, areas where you should personalize are highlighted. The second email is much more tailored to the conversation, but shows a good progression and strategy about asking to meet in person.

Initial Contact Email

Hello Dr. Brown,

My name is Kaeden Wile, and I am a member of Skunk Works Robotics, a robotics team at Raisbeck Aviation High School. Our school is a STEM-focused high school where we learn academic concepts in an aviation context through hands-on and project based learning. Our robotics team is an excellent example of this. For the last two years, I have worked as a programmer on our team, learning how to program in industry standard languages like Java and C++ from our mentors who use them in their everyday jobs.

One of my favorite parts of Skunk Works is that we do more than just build robots. We have a program called “Business Outreach” in which students establish business contacts outside of the team in order to build relationships and gain experience with industry professionals. This not only allows us to see what it’s like in some of the careers we hope to pursue, but business support also helps keep our team running through the vital aspects of funding, mentor support, and in-kind services.

Looking at Omax and Skunk Works, there are a great deal of opportunities where our two organizations overlap. As part of building a robot every year, we cut parts on a water jet. Since those are your company’s specialty, is there a chance that we could work on this idea together?

Thank you so much for your time, and I look forward to working together in the future.

Sincerely,

Kaeden Wile

kaeden.wile@outlook.com

Ask to give presentation

Hello Dr. Brown,

To your question, my team is part of a program called FIRST (For Inspiration and Recognition of Science and Technology). At the beginning of every year a new game is released and we have six weeks to make the best possible robot completely from scratch. Our students, with some help from our mentors, strategize on how to best complete the game, then design, build, wire, program, and test the robot to be competition ready. After two district competitions, qualifying teams go on to the district championship. After that is the World Championship, for only the most elite robotics teams, which our team has been to every year of our 10-year history.

One of the key components of our Business Outreach program is meeting person to person. We have a PowerPoint Presentation and some videos about FIRST that we would like to share with you. It would be very cool to be able to do it at your offices. If that does not work for you, another option is to invite you to our school and I would love to give you a tour of our shop and show you what we have been working on. We have meetings Tuesdays and Thursdays from 6:00 p.m. to 8:30 p.m. but I’m also free Mondays and Wednesdays after school (our school ends at 3:30 p.m.) and on Saturdays, whenever works best for you.

I appreciate your support and interest in my robotics team, and I hope we can set up a meeting in the near future.

Sincerely,

Kaeden Wile  
kaeden.wile@outlook.com

Tips on Professionalism

1. Think about what you’re going to say. Writing emails takes time, so don’t just send out the first thing that comes to mind. Make sure you are presenting yourself and our team well.
2. Don’t use slang. They may be very casual in what they reply to you with, but they’ve earned that ability. It is most appropriate for you to continue to respond in full sentences and use proper word choice.
3. Respond quickly and send emails at a good time. If they send you an email, you should respond that night or (if the email comes later that night) the following morning. Don’t send emails after 10 pm or before 7 am.
4. Build a relationship. This isn’t being a beggar and asking for money. Instead, ask questions and be genuinely interested in your contact’s business and job. Not only will this make them more willing to communicate and help you, but you will learn some interesting things about the business.