

How to approach an organization

- Identify your interest
- Find connections through Hopkins (does the CSC or a student org already work with them?)
- Make sure the site is compatible with your schedule and transportation needs
- Contact site person via telephone. If there is voicemail, leave a message including your name and contact number. If no response within 48 hours, try calling again.

E-mail Etiquette

Why is email etiquette important?

- make a good impression
- establish a professional relationship
- general efficiency: being able to communicate effectively and quickly with a minimal amount of emails

General E-Mailing Guidelines

- Establish a work email. Either use your Johns Hopkins account or a professional email address (with your name).
- Address the recipient with the appropriate title (Dr., Professor).
- Make the subject line of your email specific.
- Maintain a formal and professional tone.
- Keep email communication direct and concise.
- Keep the message thread. It's helpful in reminding your contact of your previous conversations.
- Use spell check. Avoid abbreviations or text speak in an email.

Dear Dr. _____,

My name is _____ and I am a sophomore Public Health major. You have spoken in two of my classes in the past semester and both talks have had a significant impact on me. I volunteer at a Baltimore City transformation school called _____ and your lectures encouraged me to ask the students about the negative environmental factors they encounter on their way to school and within their communities. I was amazed by how much these factors influenced their decisions to begin drug or alcohol use. Given that, I began to read more about your _____ study and I spoke with _____ and _____ about their involvement in your project. Their enthusiasm for your work motivated me to read some of the literature pertaining to the study.

- Introduction
- Context of knowledge
- Cites examples
- Expresses sincere interest

Specifically, I am interested in the role faith communities play on collecting data and implementing interventions through your study. Currently, I am involved with the JHU _____ and I will be working as an intern there next year. Everything I have read and heard about your work has roused my interest and I would love to be a part of your project. I can begin this summer and I can work without pay if necessary. Please let me know if there are any positions I can fill, especially anything related to data collection, and possibly interfaith work.

- Identifies...
- Interest
- Experience
- Particular project
- Availability

Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,

NAME
JHU Class of _____
EMAIL
PHONE



Identify yourself
and provide
contact info