



# Introducing Yourself for an Interview

Here are some sample templates to guide you in contacting your sources:

## Sample Email Template

**Subject:** Inquiry Regarding [Topic of Interest]

Dear [recipient's name or title],

I hope this email finds you well. My name is [your name], and I am a [grade level] student at [your school's name] taking [name of class]. Currently, I am conducting research on the issue of [briefly explain the problem you are studying].

I came across your expertise in [mention the specific area of expertise or office related to your project], and I am reaching out to kindly request your assistance. I believe your insights could greatly benefit my project.

Would you be available for a brief interview or discussion about this topic? I am flexible with scheduling and am available during the following times: [insert dates and times that work for you]. I can accommodate your preferred method of communication, whether it be email, phone, or a virtual meeting.

If there is someone else you recommend I contact regarding this topic, or if you have any materials or resources you could share to help me learn about this topic, I would greatly appreciate it. Also, I am grateful to receive any other advice about how I can access relevant information.

Thank you very much for considering my request. I truly appreciate your time and expertise. I look forward to hearing from you soon.

Warm regards,

[Your name]

[Your grade level]

[Name of your school]

[Name of your class]

[Your contact information]

*Note that if you are reaching out to a trusted local leader or expert, they might be more interested than you think to come in as a guest speaker to discuss this issue with your whole class. Speak with your teacher to see if a guest-speaker invitation is appropriate.*

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## Sample Call Script

Hello, may I please speak with [recipient's name or title]?

*Note that if the person you are trying to reach is not there, you may ask to speak with someone else who works with them or ask whether there is anyone else you can speak with to learn about your topic.*

Hi [recipient's name], my name is [your name] and I'm a [grade level] student at [your school's name]. I hope you're doing well. I'm currently working on a project about [briefly explain the topic or issue you are researching], and I came across your expertise in [mention the specific area of expertise or field related to your project].

I was wondering whether you would be available to chat for a few minutes to provide some insights or information regarding [insert specific aspects of the problem/topic]. I believe your expertise in this area could really help me with my project.

I understand you are likely busy, but do you have a moment to speak with me?

[Insert at least three questions about your problem topic.]

Thank you so much for your time and for addressing my questions! Is it alright if I use your name, insights, and advice as documentation for my project? Thank you again.

Goodbye!

## Sample Script If the Call Goes to Voicemail

Hi [recipient's name], my name is [your name] and I'm a [grade level] student at [your school's name]. I hope you're doing well. I'm currently working on a project about [briefly explain the topic or issue you are researching], and I came across your expertise in [mention the specific area of expertise or field related to your project].

Would it be possible to schedule a brief phone call or virtual meeting at your convenience? If so, please contact me at [insert a method for the office or individual to contact you].

Thank you so much for considering my request. I really appreciate your time and expertise.

Goodbye!

## Additional Note on Communicating with Local Leaders

When you reach a receptionist, always ask for an email contact in addition to leaving a voicemail. Then you can reference that you are also sending information in writing to their email account. Busy local leaders receive a lot of communications, so if they know to look for your message, you are more likely to get a response. If no response is received in a week, try again, acknowledging that your communication may have gotten lost in an avalanche of emails. Remember to be polite but persistent.