

Contacting a Professional

"Making Real-World Connections"



Rationale & Objective

- Rationale: You need to know how to professionally represent yourself in your communication with professionals.
- Objective: I will know the necessary steps to take before sending a professional email or making a professional phone call. I will know what content to put into a professional email or to make a professional phone call.

Writing a Professional Email



- Before you send a professional email, type what you want to write in a Word Document first.
- This will allow you to fix your mistakes and will prevent you from accidentally sending an incomplete or incorrect email.

Writing a Professional Email



Each of these items come at the start of an email:

To: Enter the email of the professional you are contacting.

Subject Line: In an email subject line always include a subject related to what you are writing about. For this project the subject **Alternative Energy** would be appropriate.

Salutation: If you do not know the name of the professional, enter "To Whom It May Concern"
followed by a colon (:). If you do know the name,
enter it followed by a colon (:).

To/Subject/Salutation Example

To: professional@yahoo.com



[Add Cc](#) | [Add Bcc](#)

Subject: Data Privacy



 [Attach a file](#) Insert: [Invitation](#)

B *I* U *F* *T*             

To Whom It May Concern|



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Writing a Professional Email



- Continue with an Introduction:
- Introduce yourself and where you are from (your school, your class, etc.).
- Explain what project you are doing and why you are contacting the person.

Introduction Example

To: professional@yahoo.com

[Add Cc](#) | [Add Bcc](#)

Subject: Data Privacy

 [Attach a file](#) **Insert:** [Invitation](#)

B *I* U               [« Plain Text](#)

Dear Mr. Smith:

Hello! My name is James McDonald, and I am a student at Mayberry High. I am currently doing a project on the topic of data privacy. Part of my project is to contact a professional who is currently working with data privacy and cybersecurity.

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Writing a Professional Email



- Start a new paragraph for the Body:
- Ask if he/she is willing or able to help you answer some questions.
- Type a bulleted list of the interview questions.
- Ask if he/she could please answer them by a certain date or in a phone interview. You need to determine what date you need the answers completed.
- Also ask if he/she could direct you to someone else who could help you if he/she cannot.

Body Example

To: professional@yahoo.com

[Add Cc](#) | [Add Bcc](#)

Subject: Data Privacy

 [Attach a file](#) Insert: [Invitation](#)

B *I* U *F* *T*               [« Plain Text](#)

Dear Mr. Smith:

Hello! My name is James McDonald, and I am a student at Mayberry High. I am currently doing a project on the topic of data privacy. Part of my project is to contact a professional who is currently working with data privacy and cybersecurity. Since you are in this type of career, I am wondering if you would be able to help me answer a few questions for my project.

These are the questions I need help answering:

1. How would you describe your job?
2. What is data privacy?
3. How do you enforce data privacy?

If you do not have the time or ability to answer these questions, could you please direct me to someone else who could. I can be reached at (956) 830-5300 ext. 112. My class meets from 10:30-11:15am. You can also reach me by email at: james.mcdonald@mayberryhs.k12.in.us



Writing a Professional Email



- Finish your email with a closing statement thanking the person for his/her time.
- Then end with your name.

Closing & Signature Example

Thank you so much for taking the time to read this email!

Sincerely,
James McDonald



Spelling & Grammar Check



- ❑ A professional email is a person's first contact with you. It represents you!
- ❑ Sending an email or for that matter submitting work that has errors presents you as a sloppy, uncaring person.
- ❑ It is the equivalent of showing up to a job interview with your shirt untucked, shoes untied, and food on your clothes. Therefore it needs to be error free.
- ❑ Before sending your email, check it over for any spelling and/or grammatical errors you may have made. Have another person look it over as well.
- ❑ After you have checked it over, then you can send it.

Making a Professional Phone Call



- Before you make a professional phone call, type up a script to follow for your phone interview.
- This will help you be confident in your conversation and be a guide for you if you get nervous.

Making a Professional Phone Call



- Start with an Introduction:
 - Introduce yourself and where you are calling from (your school, your class, etc.).
 - Explain what project you are doing and why you are contacting the person.

Introduction Example

- “Hello! My name is James McDonald, and I am a student at Mayberry High. I am currently doing a project on data privacy. Part of my project is to contact a professional who is working with the topic I am investigating.”

Making a Professional Phone Call



- Ask if he/she is willing or able to help you answer some questions.
- Type a bulleted list of the interview questions.
- Ask if he/she could please answer them in an email by a certain date or in a phone interview. You need to determine what date you need the answers completed.
- Also ask if he/she could direct you to someone else who could help you if he/she cannot.

Phone Call Intro Example

Introduce yourself & briefly explain why you are contacting them:

- I am a student at New Tech IDEAS, a small learning community at Decatur Central High School. We are studying alternative energy in our Global Studies class. Part of our project is to contact a professional who currently works with the alternative energy source we are researching.

Phone Call Body Example

Tell them the details of the project:

The alternative energy source I have to research is solar energy. Your company directly works with solar energy, and I am writing to see if you would be willing to help me answer the following questions: These are the questions I need help answering:

List your questions:

- Why did you pick this field to work in? What is the purpose of your company?
- Do you think solar energy is better than other forms of alternative energy?
- What are the positives of solar energy?
- What are the negatives of solar energy?
- Why is solar energy a good option for Indiana?
- How is solar energy being used in Indiana?

Phone Call Conclusion Example

End with a reminder of your request and thank them:

- If you would be willing to email me or talk to me on the phone or if you know of someone else who would be able to help me out, I would greatly appreciate it.

As the phone call ends:

Thank you again for taking the time to talk with me!

Making a Professional Phone Call



- ❑ Oftentimes you will not get a direct line to the person you are trying to reach. Instead, you may have to leave a message.
- ❑ It is important to be clear about who you are trying to contact and why you are trying to reach him/her.
- ❑ You need to have contact information easily available in case you have to leave a message.
- ❑ ***NEVER USE PERSONAL CONTACT INFORMATION!* Instead use the school's contact information.**

Making a Professional Phone Call



- Include the following contact information in your script:
 - School phone number and extension where you can be reached.
 - Class times when the person could call back and reach you.
 - School email address you can be reached at.

Contact Information Example

- I can be reached at (317) 856-5288 ext. 22110. (This is Miss Gibson's phone.)
- My class meets from 4/5 11:27-1:07pm OR 6/7 1:11-2:51 pm
- You can also reach me by email at: youremail
- Use your Gaggles Email. If you don't have the App on your Ipad, then download.

Making a Professional Phone Call



- Finish your script with a closing statement thanking the person for his/her time.

Closing Example

- “Thank you so much for taking the time to answer my questions. Have a nice day!”

Phone Call Tips



- Print a hard copy of your script.
- Role play a few practice phone calls with a classmate.
- Find a quiet place with no distractions so you can concentrate and hear all that is being said.
- With script in hand, make your phone call once you feel confident.
- Have a pen or pencil ready to write down answers and information.

Benchmark #1

Task 1: Professional Contact Sheet-Find three professionals:

- University/College Professor
- Company that works with the energy source OR installs it
- Government- IN Office of Energy Development or United States Department of Energy

Task 2: Type up a rough draft of an email or a script for a phone call. Use the templates under the Workshop to help you. Type this and submit it digitally.