



Writing a Letter of Introduction/Interest to the College

Follow these guidelines when writing a letter to a college department, administrator, or faculty member.

Letter of Introduction:

- Investigate the college through their website, college catalogue or by making a phone call.
- Get the name of a specific person to address the letter to. Do not use – “to whom it may concern”.
- Use the AAUW mission and information from the AAUW information sheet. (In this packet) Try to choose salient points to make a small paragraph.
- Give a short history of projects your branch has undertaken or other community activities you have been involved in.
- Suggest a meeting to investigate how you might work to the benefit of the college, the students or the department you are writing.

If suggesting a specific coalition also include:

- If asking for a coalition in connection with an AAUW study, include a brief description and background of what the study was about.
- Express why they were chosen for this coalition and why your branch would make a good partner.
- Be specific about what you are asking for. Do you want a meeting to discuss, do you have a specific task you want from the college or do you have a specific project you would like to do on the campus?
- Site materials you have available or can get to help with the project

In any case:

- Your initial communication should be no more than one page in length.
- Include your branch website so they can see for themselves what you “are about”.
- If working on a project from Association research give the Association website as well. (www.aauw.org)
- Give contact information for the branch, include name, phone number and address. A fax number and/or email might get you a quicker response.