Communication Templates: High School Students

This set of templates helps recruiters contact students with confidence during any time of the recruitment cycle. From the student who applied well before the application deadline to the student wavering about applying, guidelines for communication may be found here.

Effective Communication Templates for High School Students are:

- Customized to each interaction and the sender’s voice
- Edited for correct grammar
- Used to support authentic communication and relationship building
- Time Savers

Effective Communication Templates for High School Students include:

- Emails that you send frequently (yearly or quarterly) to many people
- Accurate information, given the institution processes
- Polite and professional language to accurately represent your college and the teaching profession

This resource is part of the Sanford Inspire Program Recruitment Toolkit, a model for teacher preparation programs to engage and attract future educators. Discover more resources at SanfordInspireProgram.org