

Emailing Tips

Dream Hive Scholarship

When Contacting People & Organizations

Programs get a lot of questions daily. Make their lives and yours easier

Be professional

Don't use social media language or short-hand (we're young, but not everyone is)

Tell them what you need at a go / Go straight to the point (don't say hello only and wait for a response before proceeding)

This will help you to get answers to your questions faster

It makes you stand out

Sample/Template

Hello or Good evening or Dear Madam/Sir or Their name if you know it,

My name is (insert name). I am a 2nd year (don't say level xxx, not everyone is used to this system) student at Kwame Nkrumah University of Science and Technology (avoid short-hand). I am interested in applying for the (insert program name) and I was looking at your website and wanted to clarify a few questions/things with you / wanted you to clarify a few things for me / wanted you to help me to understand a few things.

1. Firstly, (ask question)
2. Secondly, (ask question)
3. Thirdly, (ask question)

Thank you,

(Name)

Why You Should Do This



It is professional and professionalism stands out



It makes it easy to know what your questions are and how the person can assist you



It shows seriousness

A white telephone handset is centered on a dark blue background. The handset is oriented horizontally with the receiver on top. A coiled cord extends from both ends of the handset. Overlaid on the handset is the text "REACH US" in a white, stylized, handwritten font. Below the text is a white horizontal line that is slightly wavy and ends in small loops, resembling a brushstroke.

REACH US

Contact Us

If your question doesn't get answered, or if a question comes up after this session, email us or reach us on social media

EMAIL - contact@dhscholarship.org

Facebook - [dreamhivescholarship](https://www.facebook.com/dreamhivescholarship)

Instagram - [dreamhivescholarship](https://www.instagram.com/dreamhivescholarship)

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