

Initial Outreach OPPORTUNITY Email Template: **UPDATED**

Welcome to the Ivy Tech [insert campus], [insert opportunity name]! I am thrilled about your interest in Ivy Tech Community College and eager to provide you with individualized assistance in determining a career path and degree that aligns with **your interests and professional goals—and is the right fit for you!**

I am [insert your name], your Career Coach. Let's kickstart our journey by scheduling a time to connect. We can arrange a meeting on campus, over the phone, or through a virtual Zoom or Microsoft Teams call. You can easily schedule a meeting with me using this link [insert Starfish calendar link] or by reaching out to me directly via email at [insert email address] or by phone at [insert office phone #]. I'm genuinely looking forward to getting to know you better and assisting you in selecting a degree that helps you achieve your goals for attending Ivy Tech [insert campus]. Be sure and schedule a time for us to meet as soon as possible so that we can get you started on the path to achieving your career goals!

Students who meet with a Career Coach have access to the following resources:

- **Personal Coaching:** Link your interests and goals to a career!
 - **Employer Connections:** Meet with employers to learn more about their organizations and available jobs!
 - **Labor Market Data:** Learn who's hiring, rates of pay\$, and in-demand skills!
 - **Resources:** Resume & Cover Letter Guides, Interviewing Tips, Networking and more!
 - **Internships:** Discover how to gain experience in your field and stand out among other candidates!
 - **Jobs:** Discover employer opportunities!
-

Initial Outreach Opportunity **Optional Email Template**

Welcome to the Ivy Tech [insert campus], [insert opportunity name]! I am thrilled about your interest in Ivy Tech Community College and eager to provide you with individualized assistance in determining a career path and degree that aligns with **your interests and professional goals—and is the right fit for you!**

I am [insert your name], your Career Coach. Let's kickstart our journey by scheduling a time to connect. We can arrange a meeting on campus, over the phone, or through a virtual Zoom or Microsoft Teams call. You can easily schedule a meeting with me using this link [insert Starfish calendar link] or by reaching out to me directly via email at [insert email address] or by phone at [insert office phone #]. I'm genuinely looking forward to getting to know you better and assisting you in selecting a degree that helps you achieve your goals for attending Ivy Tech [insert campus].

I've provided a few available meeting dates.

- *Option 1*
- *Option 2*
- *Option 3*

Be sure and schedule a time for us to meet as soon as possible so that we can get you started on a path to achieving your career goals! If you need another date and time, please let me know.

Students who meet with a Career Coach have access to the following resources:

- **Personal Coaching:** *Link your interests and goals to a career!*
- **Employer Connections:** *Meet with employers to learn more about their organizations and available jobs!*
- **Labor Market Data:** *Learn who's hiring, rates of pay\$, and in-demand skills!*
- **Resources:** *Resume & Cover Letter Guides, Interviewing Tips, Networking and more!*
- **Internships:** *Discover how to gain experience in your field and stand out among other candidates!*
- **Jobs:** *Discover employer opportunities!*

Initial Outreach OPPORTUNITY **Signal Vine Text:**

Welcome to Ivy Tech! My name is <your name> your Ivy Tech [insert campus] Career Coach. I'll be sending you texts to help us schedule a time to meet and discuss your interests and professional goals, including the things you enjoy, and how those connect to a career and degree. If you have any questions, you can text me here.

Do you have time we can connect to talk next steps? Yes or No?

If Yes

Great, which date works for your schedule:

- *Option 1*
- *Option 2*
- *Option 3*

None of these dates work? What day and time work better for you?

If No

No problem. What date works better for you?

Initial Outreach OPPORTUNITY Voice Message:

Hi <opportunity name> this is <your name> with Ivy Tech, Career Link. I'm calling to welcome you to the college and to see if we can schedule time to discuss **your interests and goals and how those align to a career and degree**. Please call me at [your phone and extension] to set up your appointment. I look forward to meeting with you soon. Have a great day! Goodbye.

LEADS

Initial Outreach LEAD Email Template:

Hello [insert Lead name]! I am thrilled you are considering Ivy Tech Community College and eager to provide you with individualized assistance in determining a career path and supporting degree that aligns with **your interests and professional goals—and is the right fit for you!**

I am [insert your name], your Career Coach. Let's kickstart our journey by scheduling a time to connect. We can arrange a meeting on campus, over the phone, or through a virtual Zoom or Microsoft Teams call. You can easily schedule a meeting with me by reaching out to me directly via email at [insert email address] or by phone at [insert office phone #]. I'm genuinely looking forward to getting to know you better and assisting you in selecting a degree that helps you achieve your goals for attending Ivy Tech [insert campus].

I've provided a few available meeting dates.

- *Option 1*
- *Option 2*
- *Option 3*

Be sure and schedule a time for us to meet as soon as possible so that we can get you started on a path to achieving your career goals! If you need another date and time, please let me know.

Students who meet with a Career Coach have access to the following resources:

- **Personal Coaching:** *Link your interests and goals to a career!*
 - **Employer Connections:** *Meet with employers to learn more about their organizations and available jobs!*
 - **Labor Market Data:** *Learn who's hiring, rates of pay\$, and in-demand skills!*
 - **Resources:** *Resume & Cover Letter Guides, Interviewing Tips, Networking and more!*
 - **Internships:** *Discover how to gain experience in your field and stand out among other candidates!*
 - **Jobs:** *Discover employer opportunities!*
-
-

Initial Outreach LEAD Signal Vine Text:

Hello! My name is <your name> your Ivy Tech [insert campus] Career Coach. I am thrilled you are considering Ivy Tech and will be sending you texts to help us schedule a time to meet and discuss your interests and professional goals, including the things you enjoy, and how those connect to a career and degree. If you have any questions, you can text me here.

Do you have time we can connect to talk next steps? Yes or No?

If Yes

Great, which date works for your schedule:

- *Option 1*
- *Option 2*
- *Option 3*

None of these dates work? What day and time work better for you?

If No

No problem. What date works better for you?
