

HOW ALUMNI CAN SUPPORT YOU IN YOUR JOB SEARCH:

- Learning from them through informational meetings
- Getting your resume highlighted for a job you recently applied to
- Career exploration – figuring out what others who studied what you studied have done with their careers

HOW TO PREPARE FOR INFORMATIONAL INTERVIEWS:

- *Prepare your elevator pitch* – 30-second to 1-minute story of who you are, what you're interested in professionally, and why you scheduled the meeting
- *Research the company the person is working for* – go in already educated about the basics so you can ask insightful questions, not ones that you can easily find online
- *Prepare thoughtful questions*, especially ones that might be able to help you learn about the hiring process and what qualities are most important for the company and the types of roles you want

TEMPLATE FOR ALUMNI OUTREACH

Intro

Hi [person],

I hope you don't mind me reaching out but I came across your information [on LinkedIn / in the X alumni database] and I was excited to connect.

Short elevator pitch which sets the stage for why you're reaching out

I am a [X professional / recent graduate of X university / etc. - give your one line pitch here] and I am currently [explain why you're reaching out - i.e. looking for new opportunities in the X field / learning as much as I can about a career in X].

Why you targeted them

I noticed that you've [what about their background interests you - i.e. "been working at [company], which is a place I have long admired" or "been working in the [field] industry, one that I've been thinking a lot about myself"].

The ask

I recently applied to an X role at [company] and wanted to see if you had any advice for me or would be willing to highlight my interest to the correct person internally.

or

I wanted to see if you'd be open to meeting with me or having a quick call so I can learn more about your background, what it's like to work at [company], and get any advice about breaking in to the [field] industry. I can make myself available around your schedule.

The closing

Thanks so much for your help and advice!

Best, [you]

TIPS FOR OUTREACH:

- Personalize and sound human - no one wants to help out a robot!
- Explain why you chose to reach out to them
- Show that you've done a bit of research (without getting too creepy)
- Have a concrete ask - help them help you!

INFORMATIONAL MEETING TRACKER

Use the tracker below to make a list of alumni you'd like to reach out to – while not everyone will respond, it only takes a few meetings to give you valuable insights!

ALUMNI CONTACT	CURRENT TITLE	COMPANY	REACHED OUT	MEETING SET

APPLICATION OUTREACH TRACKER

Use the tracker below to make a list of jobs you recently applied for, were excited about, and would like to follow up on. Alumni are a great group of people to target for this type of outreach.

JOB APPLIED FOR	COMPANY	ALUM TO REACH OUT TO	REACHED OUT?	RESPONDED?