



Tips for CONNECTing with Alumni

Do:

- Before reaching out, show alumni you are engaged and active in your professional development by completing your ClarkCONNECT or LinkedIn profile
- Keep your first message brief and professional
- Personalize your message by:
 - Introducing yourself and your major(s)/interests/goals
 - Including your reason for reaching out – WHY do you want to connect with this person?
 - Being specific with your ask
 - What kind of help are you looking for?
 - **Example:** “I noticed you were a humanities major while at Clark and I’d like to talk to you about how you leveraged your degree to get into medical school. Could we schedule a time to speak?”
- Allow alumni time to respond to your message
 - Don’t be discouraged if you don’t get an immediate response! A good practice is following up on unanswered messages 1-2 weeks after your initial outreach.
- Be prompt in your correspondence
 - Respond to your messages/emails quickly! This keeps conversation moving forward AND shows alumni you are prepared and eager to connect
- Prepare for your conversation in advance
 - Research the alumni organization beforehand
 - Create a list of questions you might want to ask
- Send thank you email after your interview/meeting/conversation
 - One of the most important things you can do after your alumni interaction is send a thank you message to the person you connected with! This helps keep the lines of communication open after the end of your initial conversation.

Don’t:

- Ask for a job or internship!
 - Instead, you can ask for tips on preparing for an interview at the company or ask for a resume review
- Wait until the last minute to make contact

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- This is especially important if you are approaching an application or interview deadline and want to ask for preparation help.
- Forget to respond to messages or emails
- Cancel your conversation or meeting at the last minute
 - Sometimes emergency things come up and life happens! But if you know you need to reschedule your meeting or conversation days or weeks in advance, it is important that you make every effort to do so.