

NETWORKING EMAIL LETTER TO ALUMNI

When writing networking emails to Carnegie Mellon alumni, state your purpose without pressuring, and thank them. If you are emailing via the Alumni Directory, once you hear back from the alumni, you can then attach your resume and email it directly to the alumni.

Subject: Inquiry from CMU Student

or

Subject: Question from CMU [list your major] student

Dear Adam,

I am currently a sophomore [list your major] student at Carnegie Mellon University and received your information from the alumni directory. I am interested in a summer internship at [list the company name].

As an alumnus, I am hoping that you could offer some suggestions on how best to apply. Maybe you could recommend someone who I could send my resume to at [list the company name]. I have been to the [list the company name] website and submitted my resume and am very excited to learn more about internship opportunities.

Once I hear back from you, I will email you my resume so that you can see my background and qualifications.

Thank you for considering my request.

Sincerely,

Robert Smith