

Guidelines for Contacting Alumni Career Advisers

Always contact alumni advisers using the preferred means of contact noted on the adviser profile.

The Career Adviser Network is not a job search resource. It is meant to be a networking tool.

It is appropriate to ask advisers for networking advice, job/internship search strategies, or even an informational interview, particularly within the adviser's own industry category or job function.

During your initial contact, there is no need to attach a resume. Introduce yourself, express your reasons for contacting the adviser, and describe what you are seeking to accomplish/learn through the interaction.

Choose advisers and make contact with a specific purpose in mind. Plan ahead of your initial contact what you will ask. Be able to clearly articulate what you are looking for and how the adviser may be able to help you.

Research the adviser's company or organization. Be able to demonstrate knowledge about their employer when you make your initial contact.

Guidance for approaching the initial contact:

- State how you received the adviser's name
- Indicate why you are making the contact
- Make a specific request (guidance, advice, information, etc.)
- Indicate your next step (arrange a meeting, next communication, etc.)

Questions to ask about a career field:

- What types of positions are available in the field?
- What general skills are most important to possess to succeed in the field?
- What kind of training, education or background do you recommend?
- What are some alternative methods of entry into the field?
- What characterizes a typical entry-level position in the field?
- What is the outlook for the future of the field in terms of new and expanding employment opportunities?

Questions to ask about the adviser's organization/employer?

- What are some of the strategic goals of the organization (i.e. business expansion, new products or services, facility development)
- What is the philosophy of the organization?
- What types of employment training programs are available?
- Can you describe an entry-level and a mid-level position?
- Can you describe your job?
- What is a typical career path from entry-level to top management?