

Alumni Outreach Template

For university students and recent graduates

Use a shared university connection to begin a respectful conversation about career paths and professional learning. Make a specific, **modest** request and give the alumnus room to decline.

Choose a relevant alumnus

Look for someone whose field, role, or career transition relates to your question. Use your university's alumni services, public professional profiles or an authorised alumni directory. Read enough about their work to explain why you chose them. A shared university is an introduction, **not an obligation to help**.

Initial email template

Subject: [University] student seeking insight into [field]

Hello [name],

I am a [year and subject] student at [university], exploring [career area]. I noticed that you also studied at [university] and now work in [relevant field]. Your experience with [specific area] is especially relevant to my interest in [reason].

Would you be open to a 15-minute conversation about your transition into this field and the skills you found most useful? I can adapt to your availability. I understand if you are unable to meet.

Best regards,

[name] | [course and university] | [optional profile link]

Short professional platform message

Hello [name], I'm a [subject] student at [university] interested in [field]. Your work in [area] caught my attention. As a fellow member of the [university] community, I would value connecting and learning about your career path.

Keep the message brief and adapt it to the platform's current space allowance.

Prepare for the conversation

Choose three questions rather than a long interview list.

- How did you move from university into your first role?
- Which skills helped you most in your career?
- What would you suggest I practise while still at university?
- What do students often misunderstand about your field?
- Are there professional communities or resources you would recommend?

Be ready to explain your interests in a few sentences. Respect the agreed time and ask before taking detailed notes or recording.

Thank you template

Subject: Thank you for sharing your experience

Hello [name],

Thank you for speaking with me about [topic]. Your advice to [specific suggestion] was especially useful. I will [action] over the next [time period]. I appreciate your time and would be glad to update you on my progress if you would be interested.

Best regards,

[name]

Follow up with care

Send thanks promptly. If the initial invitation is unanswered, send one short reminder after about a week, then leave space. **Do not open with a request for a referral or assume they can secure a job.** If they offer an introduction, confirm what information you may share and thank them for their help.

Personalisation checklist

My shared university connection: _____

Why this person is relevant: _____

My specific learning question: _____

My manageable request: _____

My next action after their advice: _____