

The Online Alumni Directory available on the MIT Alumni Association Web site, alum.mit.edu, is a great resource for connecting with alumni. To access the Online Alumni Directory, you need an Infinite Connection account. This is free for students and easy to get, go to alum.mit.edu/students to register.

Once you have found an alumnus/a you want to connect with, what do you say?

These sample email texts can help:

Sample ICAN Email for Information

Dear -----,

My name is John Doe, and I am currently a [sophomore] at MIT majoring in [Materials Science and Engineering] with a minor in [Management] from the [Sloan School of Management]. I got your name and contact information through the MIT Alumni Directory and noticed that you work for [insert company name here]. I have been interested in [biotechnology] my entire life and I hope to one day work in the industry.

Throughout the past year, I have been investigating possible opportunities in which I would be able to work for a [biotech] firm. This summer I had the chance to talk to another MIT alumnus, [insert name here], who works at [insert company's name here] as the [insert position/title here]. In addition to increasing my knowledge about the industry, the meeting confirmed my interest in pursuing a career in that field.

Although I have not yet worked in the [biotech] industry, I have many skills that would bode well in a position in the industry. Currently I am working with the authors of a major trade book named *Conquer the Campus: How Microsoft and McKinsey Recruit Today's Top College Graduates and You Can Too*. As a research assistant I've become familiar with data manipulation and organizing campus visits. Also, I have been conducting secondary research through periodicals, internet, and academic databases to be used in the book.

I would greatly appreciate it if we could set up a short meeting either in-person or over the phone to discuss your role in your company. I've attached a copy of my resume for further information about myself. I look forward to hearing from you soon.

Sincerely,
John Doe

Sample Follow-Up Email after a Discussion at Networking Event

Dear Mr. Brown,

I enjoyed speaking with you during the MIT luncheon on Friday. Thank you for taking the time to explain to me some of the projects and initiatives currently taking place at [insert company name here]. After exploring your company website, I realize that [insert company here] would be an exciting place to spend a summer as an intern.

I have attached my resume and would be very interested in speaking with you further about possible opportunities this summer. Please feel free to contact me via e-mail or phone at [insert your phone number here] if you would like to reach me. Thank you again for all of your good advice and help.

Sincerely,
[insert your name here]

Sample Thank You Letter/Email after an Interview

Dear Ms. Gugliotta,

Thank you for the opportunity to meet with you to discuss the summer internship program at [insert company name here]. Your insight regarding the company and internship program was greatly appreciated. Meeting with you and learning more about the work that [insert company name here] is currently involved has helped confirm my interest in the position. I look forward to hearing from you in the near future.

Sincerely,
[insert your name here]

Sample ICAN Emails for Internships

Dear Mr./Ms./Dr. Burke,

I am an MIT sophomore majoring in mechanical engineering. This summer, I am interested in working as a summer intern for the Houston energy industry in a mechanical engineering position. Gaining experience with an engineering team on either power production or environmental issues would be an ideal experience for me.

I found your contact information through the ICAN database, and would appreciate any help or advice you might be willing to give. For your reference, I've attached my resume. Please feel free to forward my resume to any of your colleagues as you see appropriate. Thank you for your time, and I look forward to hearing from you.

Thank you,
Susan Dudley

Dear Mr./Ms./Dr. Chang,

My name is Julian Santaro and I am a student at MIT (Class of 2010). While searching through the ICAN database, I noticed that you have experience in chemical engineering that very closely relates to my professional interests. As a chemical engineering major, I am very interested in gaining experience in the field as an intern this summer. I am hoping you might be able to provide me with some guidance as to how I might learn about opportunities for internships with chemical engineering companies. Any help you might be able to provide is greatly appreciated.

Sincerely,
Julian Santaro

Dear Mr./Ms./Dr. Davis,

My name is Jessica Tran. I was recommended to speak with you by [MIT staff person] regarding summer internship opportunities with your company. I am a sophomore computer science major at MIT. I have both classroom and practical experience with Java, Scheme, and Pascal, and I would welcome the chance to speak with you about upcoming projects in your department. Please find my resume attached to this e-mail. Thank your for your time and consideration.

Sincerely,
Jessica Tran

