

## Sample Introductory Email

Your first milestone is to contact your alumni host. Send an introductory email to reintroduce yourself and begin the conversation. Once matched, their email address will be visible to you. You can also message them through the platform, but email is preferred to ensure they receive it.

- Follow up after a few days if you haven't heard back
- Thank alumni for choosing you
- Include your class year, major and Northwestern school
- Include 1-3 sentences about why you are interested in their company and/or career
- Don't forget logistics!
  - Ask what dates they would like to host you (remember it's according to *their* schedule)

## Sample message:

Dear *[Host Name]*,

*I hope you are doing well. My name is [Your Full Name], and I am a [Class Year] student majoring in [Your Major]. I would like to sincerely thank you for selecting me as your mentee through the Northwestern Externship Program. I am truly grateful for the opportunity to connect and learn from your experience.*

*I am particularly interested in your company and/or career because [insert 1–3 sentences about your interest].*

*I look forward to connecting with you. Please let me know what dates and times would work for me to shadow you.*

*Thank you again*