

Sample Correspondence - Reaching out to Alumni to Check on Internship Status

Sample Networking Email #1

Dear Mr./Mrs. Alum Last Name,

I am currently a **sophomore** at Yale pursuing a degree in **Cognitive Science**, and I noticed your profile on the **Yale Alumni LinkedIn** page. My reason for reaching out is that I recently applied for the position of summer intern at **Company Name** and am really excited about the prospect of working there based on my interests in **XYZ**.

I was hoping to get your perspective on whether **company XYZ** will still be able to hire interns this summer given the current situation with COVID-19. I realize that this scenario is continuously evolving and appreciate any insight you can provide. Would you be available for a 30 minute informational interview so I can learn more about the company's current status and get your advice about this summer?

Thank you in advance for your consideration.

Sincerely,
Elaine Yale
first.last@yale.edu
(xxx) xxx-xxxx

Sample Networking Email #2

Dear Mr./Mrs. Alum Last Name,

As a **junior** at Yale studying **Global Affairs**, I found your information listed in the **Office of Career Strategy's Peer Networking Class List**. I see that you are working at **Company XYZ** since you graduated from Yale. I have recently applied for the Research Associate Position at **Company XYZ** and it is my top choice based on my interest in **think tanks** and my current leadership role with **student organization XYZ**.

Given the current situation with COVID-19, I am writing to see if I could get your insight on whether **your company** will still be hiring this summer. Would you be willing to have an informational interview with me so we could discuss possible options for this summer? I am very grateful for your time and advice.

Thank you in advance for your consideration.

Sincerely,
Will Harness
first.last@yale.edu
(xxx) xxx-xxxx