Sample Introductory Email

• Thank alumnus/a for choosing you
• Mention your class year, major, school
• 1-3 sentences about what you’re hoping to learn about their company/career while shadowing them
• Ask about logistics:
  – Ask what dates the alumni would like to host you (remember it’s according to their schedule)
  – A possible schedule of the day
  – Dress code
  – Directions/lunch/security information