

## COLLEGE NETWORKING PROJECT:

### aka, "Building Your Rolodex"

**Objective:** Open a line of communication with one person at a college from either the admissions department or an academic department within an academic discipline you are interested in pursuing.

#### 6 Step Strategy:

1. **Select** 3 colleges out of the list of colleges you researched for the "College Research Project"
2. **Identify** a person from the admissions department or a person within the academic department of a subject you are interested in pursuing.
  - a. For example: Engineering Department, Department of Fine Arts, Theatre Department, Business Department, etc.
3. **Locate** that person's email address *and* phone number.
4. **Think and Write** down 3 questions you have about the college or specific academic department you are contacting.
5. **Compose** an email to the person you have chosen to contact – a sample is provided below
  - a. **Remember these tips:**
    - i. Keep it short.
    - ii. Make it personalized. (How did you find them, why did you choose them?)
    - iii. Be clear about the next step. (Will you call or email? When?)
    - iv. Always include your contact information.
    - v. Always follow up.
    - vi. *Just because you do not hear back from them does not mean that they do not want to talk with you! The follow up can make all the difference and shows them that you are responsible and will do what you say you will do.*
  - b. **Sample Introductory Email**

Subject Line: Introduction from (insert your name)

Dear (Insert their name – include their professional title if applicable),

My name is (Insert your name), and I am a student at Culver City High School. I found your information during my research in preparation to apply to (insert school name) for the upcoming Fall (insert semester/quarter).

I am very interested in attending/studying (insert school name/area of study). May I contact you by phone to discuss a few questions I have about your campus/ department?

Thank you for your time,

(Your Name)

Your Phone Number

Your e-mail address

**YOU WILL FOLLOW THESE STEPS FOR 3 SEPARATE COLLEGES**

- 6. Follow-up by phone within 1 week of the email you sent (unless they give you a specific time to contact them)**
- a. When you call...
    - i. Introduce yourself in the same way you did in your email, and mention when you emailed them
    - ii. Ask your questions (ask follow-up questions if needed)
  - b. When you are about to end the call...
    - i. Build the relationship by saying:
      1. **“Thank you very much for your time. This was very helpful. If I have any further questions can I contact you?”**
  - c. If you get a voicemail and are unable to reach them by phone, leave the same information you sent via email, and call back after 3 days in order to reach them (do not leave any more messages)
  - d. **Email your contact to let them know if you attend that college, and to thank them for their guidance.**
  - e. **In order to maintain these contacts, follow up after 1, 3, and 6 months.**

### **Graduate Sample Networking Email**

Date: May 15, 2011

Re: Request from Olivia Rivera, HLS '12, for Informational Interview

Dear Ms. Dunning:

I am currently a third-year student at Harvard Law School enrolled in a joint degree program with the John F. Kennedy School of Government. I am particularly interested in pursuing a career in which I can use my legal skills to affect change on a broad scale in the area of women's legal rights.

This summer I will be in New York working with the Center for Reproductive Law and Policy. After completing my degree at the Kennedy School next year, I hope to litigate cases involving women's rights with an organization in New York.

I am writing to ask if you would be willing to meet briefly with me to discuss your career path and the steps that you recommend for a starting lawyer with similar interests. I will call your office the first week of June to see if this would be possible and, if so, to find a convenient time to meet. Thank you in advance. I hope to have the opportunity to speak with you this summer.

Sincerely,

Olivia Rivera

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orivera@jd12.law.harvard.edu

68 Story Street

Cambridge, MA 02143

(617) 625-3150