

BENNINGTON

5 Steps to Using Alumni Relations Contacts

1. Craft your resume and meet with the Field Work Term Office to review it

There are many resources available to help with this important first step. Included in this packet is our guide to "Building Your Professional Resume." Once you've crafted your resume, schedule a Resume and Cover Letter Advising Session on Genbook or come to our Walk-in Hours (Tuesdays and Thursdays 12pm-2pm) to get help with the editing process and receive a referral to meet with the Alumni Relations office.

2. Create Alumni Directory and LinkedIn accounts. Use the Bennington College LinkedIn page to search for alumni listings in your desired field(s)

Go to <https://alumni.bennington.edu/> to make an account. Please note that you will not be approved to use the directory until you have met with the Field Work Term Office about your resume.

Go to LinkedIn.com to set up an account. To search for alumni using LinkedIn, use [the Bennington College page](#), click on "Students & Alumni" and enter your search terms.

3. Meet with the Alumni Relations Office

Once you have an edited resume and researched potential alumni contacts that align with your interests through the Alumni Directory and LinkedIn, go to Alumni Relations Walk-in Hours (Fridays in the FWT Office, 12pm-2pm). Bring a list of alumni you have researched on LinkedIn and in the Alumni Directory. Based on that list the Alumni Relations Office may provide you with a personal introduction or encourage you to reach out to individuals directly.

4. Contact the alumni you've selected as possible resources

When reaching out to alumni directly use our template to construct an outreach email. It's crucial that all communication with alumni be professional in tone. Please cc Marie Leahy, Director of Alumni Relations, on your initial outreach to an alum.

5. Follow up

Once you've had an exchange with alumni, don't forget to follow up and thank them for their time. Use our template to help craft a professional thank you email.

Outreach Email Template:

Hello _____,

I am currently a {insert year} at Bennington College where I study _____. I was referred to your work by the Alumni Relations office because of my interest in _____. {Include here specific statement about interest in their work}. I would welcome the chance speak with you further about your work. Please let me know if you would be willing to set up a fifteen minute meeting {over the phone or in person}. I have attached my resume here for reference.

Thank you,
{Name}

Thank-You Email Template:

Hello _____,

I wanted to reach out to thank you for speaking with me the other day. Your {advice/input/insight etc.} was incredibly helpful. {If the contact has offered you a next step, insert note here about how you have or plan to follow up. For example, "Per your recommendation, I will follow up with you next week to talk more about a potential internship position or you can contact me at _____"}.

Thank you again,
{Name}