≈≈

Shippensburg Alumni Mentoring Network

Information for Students

Making connections with alumni in their career fields

≈≈

How can STUDENTS benefit?

- Learn more about your academic major and/or potential career field(s) – talk to SU alumni to gather current information about starting salaries, hiring criteria for entry-level candidates, and work conditions for careers in industries of interest to you.
- Explore internships or full time opportunities with companies/organizations where SU alumni are currently employed.
- Contact SU alumni willing to serve as guest speakers for a variety of campus clubs/organizations in which you may be involved.
- Establish relationships with SU alumni interested in serving as mentors to current Shippensburg University students as they prepare for careers after graduation.
- Connect with SU alumni to discover specific steps to take to "put your best foot forward" and become more marketable as you enter the workforce.

Where can I find the list of alumni volunteers?

The updated database of alumni volunteers can be accessed by visiting www.collegecentral.com/ship/. Complete the online registration and create an Access ID/password you will remember. From your home page of College Central Network, "**Search for Mentors**". You will need the Mentoring Network passcode: **shipconnect**.

Search for Alumni by criteria such as employer, job type, degree, or activities. You will see a list of names that fit your criteria – simply click on a name to review the individual profile. Or, leave search criteria blank to review all career profiles. Alumni may be contacted by an email link at the bottom of each career profile.

As you begin corresponding with SU alumni, keep the following in mind:

- These alumni are volunteers who want to help you – be courteous and professional at all times. Keep in mind that they don't "owe" you anything. They are volunteering to participate in this service.
- Before sending, review emails carefully for grammatical and/or typographical errors.
- Be formal and complete in all email correspondence. Avoid using slang/abbreviations that you may normally use when corresponding with friends through chat rooms and instant messaging. Using "Hey", "LOL", and smiley faces are not acceptable ways to address professionals you have never met. Always address the person as Dear Mr./Ms. Smith.
- Consider contacting multiple alumni in the database to increase the likelihood of making a meaningful connection with the most appropriate person to meet your needs/interests.
- Use an easily identifiable subject line in all email correspondence. For example: "Shippensburg University student requesting assistance/advice in __________"
- Have prepared questions to ask so you are prepared to initiate conversation with the alum.
- Be patient. These alumni voluntarily participate in this service – they have work duties/responsibilities outside of responding to your emails.

Shippensburg Alumni Mentoring Network

Information for Students (continued)

- Don't be "pushy" or demanding in your correspondence. (These individuals do not "owe" you anything.) Professional, polite correspondence always achieves more positive results. For example:
  - My name is Joan Smith and I am a sophomore marketing major at Shippensburg University. I received your information from the Alumni Office's Mentoring Network and was hoping you would be able to provide me with some additional insight related to employment opportunities in the marketing field.
  - My name is Matt Johnson and I am a junior mathematics major at Shippensburg University. I received your information from the Alumni Office's Mentoring Network. I am an active member of the Mathematics Club on campus and we are seeking an alumni who would be interesting in serving as a guest speaker at one of our upcoming meetings to talk about career opportunities in mathematics for those with bachelor degrees.
  - Hello, Ms. Jefferson. I received your contact information from the Alumni Office's Mentoring Network at Shippensburg University. As a junior Sociology major, I have always been extremely interested in beginning my career with the Peace Corps. With your background in this area, I was hoping you could provide me with some additional insight into the application process and share some ideas/suggestions that will help me increase my chances of getting accepted into the Peace Corps.
- For additional suggestions on how to professionally connect with alumni in the Mentoring Network, please contact Lorie Davis in the Alumni Office (X1218) or Patty Gochenauer in the Career Center (X1484). We would be more than happy to review your proposed email "script" before you send it to the appropriate alumni in the database.
- Always follow-up with an appropriate "Thank You!" Let the alumni know you appreciate the time they are taking to provide you with assistance/information.

Who can visit the Mentoring Network web site?

Any Shippensburg University student may visit the site to review Alumni Profiles. We actively encourage and recruit additional alumni to complete profiles so please revisit the Mentoring Network site often.

What other services may I utilize?

Students may post resumes, search for internship and full time positions, and sign up for on-campus interviews through www.collegecentral.com/ship/.

≈≈

For further information contact: Lorie Davis - Assistant Director of University Relations
477-1218 or alumni@ship.edu

≈≈