

## Welcome to ASK!

**What is ASK? ASK is Hofstra's online Alumni - Student Konnection program, where alumni and current students can connect and dialogue about careers, what it's like to work at XYZ Company, industry trends, new opportunities, balancing work and life, and other career related questions.**

### **Benefits of the ASK Program:**

- Communicate directly with Hofstra alumni who are interested in talking about their careers
- Build or add to your network connections in your career field of interest.
- Expand your knowledge base of different career fields and industries.
- Learn about new trends, opportunities, and ways to advance your career

### **Tips for Using ASK:**

- ASK is a professional connections program and proper on-line etiquette is expected. Formal business writing style including proper grammar is expected. No emoticons!
- Subject line should be: ASK Konnection.
- ASK members are busy, be patient and don't send multiple emails or make repeated calls.
- If your ASK connection gives you permission to call, refer to the ASK program and schedule a time to call in advance. Never call before 9 a.m. or after 9 p.m. unless otherwise instructed by the ASK connection.
- If you and your ASK connection choose to meet in person, we encourage you to meet either on the Hofstra campus or in the ASK member's official place of business.
- Always send a thank you letter or email.
- Keep your ASK connection updated on your career progress. Maintain the network!
- Keep in mind that different ASK connections have unique experiences—you may get a different perspective from different connections in the same field—this is good

### **Making the Initial Email Contact with an ASK member**

- Prepare: research the ASK member's career, place of business and visit their LinkedIn profile (if available).
- Outline: Why are you interested in this career field? What do you want to learn from this ASK member? Maybe it is how they ended up in XYZ field after majoring in ABC. Write out your questions.
- Write: Compose your email offline so you can edit it and proof it. Here is a template to help you:

Subject line: ASK Konnection

Dear Ms./Mr./Dr. X:

**[Indicate how you found his/her name and why you are contacting him/her]**

I read your ASK profile and I am very interested in learning more about

**[industry/position/organization/career path/graduate school].**

**OR**

Thank you for volunteering to be a part of the Hofstra University ASK program. I would be very interested in talking to you about your job and how you view your career in [industry].

**[Indicate your interests in the career/educational area of the advisor]**

Currently, I am in my junior year at Hofstra and I am majoring in [state major]. My interests in [organization/industry/graduate school program] stem from {talk about what got you interested—an internship you completed, reading about XYX in class/news source/etc. My experience [provide examples] has taught me [skills relevant to industry] which has only furthered my desire to learn more about this area.

**[State your goals and how you hope to follow up]**

At the moment I am pursuing summer internship opportunities in [industry] and I would appreciate any advice you could provide. I can be reached by email at [email address]. Perhaps we could arrange a mutually convenient time to speak over the phone if that is preferable.

**OR**

At this time, I am looking for a full-time job and am confident that any advice you could provide would be an asset to my search efforts. I can be reached by email me at [email address]. Perhaps we could arrange a mutually convenient time to speak over the phone if that preferable

**OR**

My current goal is to gather more information about [organization/industry/graduate school program] as I begin to think about the direction of my career. Perhaps we could arrange a mutually convenient time to speak over the phone

Thank you for your interest in serving as a member of the ASK network. I look forward to our future discussions.

Sincerely,

[Your Name]

### **Phone Contact with an ASK member**

“Hi. This is Susanna Student and we have an email exchange through the ASK program. Is this still a good time for us to speak (you arranged the time in advance)?”

#### **Possible Questions:**

1. Can you describe in more detail the scope of your job responsibilities as a \_\_\_\_?  
*Remember you have already done a lot of research!*
2. Is it possible to describe what you do in a typical day?
3. How did your academic preparation/degree help prepare you for employment as a \_\_\_\_?
4. What advice might you have for me as I am currently seeking a full-time job/internship?
5. What type of courses or co-curricular activities would help me be more marketable in this field?
6. What skills do you feel are necessary to succeed in this field?
7. Is there a typical career path in this field?
8. What do you think are the future trends for this industry? *Remember you have already done a lot of research!*
9. Is an advanced degree or specific certification necessary to enter/advance in this field?
10. If it is not obvious from your research you can ask:
  - What led you to pursue a career in this field
11. What do you like best/least about the work you do at [name of company]?
12. What other companies or organizations might employ someone to do this type of work?
13. Do you have a sense of the range for a starting salary for a person in this field?
14. Can you recommend any professional organizations I can become involved with that would help me to learn more about this field?

### **Following Up With an Advisor**

After you have made a connection you must follow up with a formal note of thanks. You may wish to use the following text as a guideline for composing thank you letters:

Dear Ms./Mr./Dr. X:

Thank you for taking the time to speak with me about career opportunities in XYZ. I learned a great deal about the industry and your company, [company name]. As a result of our email exchange/conversation I feel more confident that I am on the right path to developing my skills and qualifications in order to be a strong fit for the [name of industry] industry.

Thank you for sharing your insight and expertise. As I indicated, I will keep you updated on my progress and plans.

Again, thank you for being part of the Hofstra University ASK program. I truly appreciate the assistance you have provided as I refine my career options/job search/internship search.

Sincerely,  
[Your Full Name]