BETA ALPHA PSI

University of Illinois Urbana-Champaign

Networking & Recruiting Email Guide

1. Cold Outreach — UIUC Alumni

Alumni are your strongest cold outreach opportunity. Find them by searching your target firm on LinkedIn and filtering by UIUC. Start with junior people to get comfortable with the language and culture of the firm before working up to senior contacts. Email Tuesday through Thursday mornings.

> 💡 *Make it personal! Mention a shared high school, sports conference, mutual connection, or any detail you genuinely have in common. The template below is your baseline.*

Subject: *UIUC Student Reaching Out - [Your Name]*

Hi [Name],

I hope you've had a great week so far. My name is [Your Name], and I'm a [Year] studying [Major] at UIUC. I came across your experience at [Firm Name] and would love the opportunity to learn more about your role and hear any advice you might have for someone interested in [Industry/Area].

If you have time in the next few weeks for a brief call, I would greatly appreciate it. I've attached my resume for your reference.

Best,
[Your Email Signature]

- **Always attach your resume. – AS A PDF**

2. Cold Outreach — Non-UIUC

When you don't share an alma mater, specificity can be your hook. Reference something concrete about their background. A deal, a firm transition, or a LinkedIn post to stand out from generic messages. This is not necessary though.

Subject: *Interested in Your Experience at [Firm Name]*

Hi [Name],

I hope you are doing well. My name is [Your Name], and I'm a [Year] studying [Major] at the University of Illinois Urbana-Champaign. I came across your background at [Firm Name] and wanted to reach out to learn more about your experience and any insights you might have for someone exploring opportunities in the [Industry] space.

I understand you have a busy schedule, but if you have any availability in the next week or two for a short conversation, I'd really appreciate the chance to connect. I've attached my resume for your reference.

Best,
[Your Email Signature]

3. Post-Call Follow-Up & Referral Ask

Send this in the same email chain right after your call — ideally within 24 hours. Reference specific things you discussed to show genuine interest. This is also your opportunity to ask for another contact and keep the cycle going. In specific industries (not high finance), you can ask for someone else to talk to right on the call. That way you get someone right away because a lot of times they will not answer your follow up email.

> 💡 *Mention 2–3 specific topics from your conversation. The more personal, the better.*

Subject: *(Reply in same thread)*

Hey [Name],

Thank you again for taking the time to speak with me yesterday and for all the information about your role and [Firm Name]. I especially appreciated the candidness about [specific topic 1], your path to [specific topic 2], and the insight about [specific topic 3].

I would love the opportunity to speak with someone in their first or second year to learn more about what the day-to-day looks like. If you are able to share someone's contact, I am happy to reach out directly. I hope you have a great rest of your week!

Best,
[Your Email Signature]

4. Warm Outreach — Referred Contact

Once you have a new name, reach out immediately. Drop the referrer's name in the first sentence — that's what sets this apart from cold outreach.

Subject: *Referred from [Referrer's Name] — [Year] Interested in [Firm Name]*

Hi [Name],

I hope you are doing well. My name is [Your Name], and I'm a [Year] at the University of Illinois Urbana-Champaign. I got your contact information from [Referrer's Name], who mentioned that you are [analyst / associate / their connection to you].

I am very interested in [Firm Name] and would greatly appreciate the opportunity to speak with you about your role and your perspective on the industry.

If you are available sometime in the next two weeks for a call, I would be happy to share my availability and find a time that works best for you. I have attached my resume for your reference.

Best,
[Your Email Signature]

💡 *Repeat this cycle — end every follow-up with a referral ask — until you feel fully prepared for interviews.*

5. Application Submitted — Update Email

Once you apply, let the people you had strong conversations with know. It shows initiative and keeps you top of mind. Keep it short.

Subject: *Update — [Your Name] Applied to [Firm Name]*

Hey [Name],

I hope you have been doing well. I wanted to share that I just submitted my application for the [internship / analyst program] at [Firm Name]. I'm very excited about the opportunity and would love to stay in touch as the process moves forward.

Thank you again for your time and guidance. I hope you have a great [week / holiday / weekend]!

Best,
[Your Email Signature]

6. Long-Term Stay-in-Touch

For contacts you genuinely clicked with, stay in contact with them. Send a meaningful update every few months — a new internship, a milestone, or even just a nod to something you talked about. Two templates are provided below.

OPTION A — SHARE A WIN

Subject: *Quick Update — [Your Name]*

Hi [Name],

I hope you've been doing well. I wanted to reach out and share a quick update since we last spoke.

Since our conversation, I was fortunate to secure a [Internship Name] internship with [Firm Name]. The advice you shared about [specific topic you discussed] was extremely helpful throughout the recruiting process, and I really appreciate you taking the time to speak with me earlier this year.

Thank you again for your guidance. I hope everything is going well on your end, and I'd love to stay in touch.

Best,
[Your Email Signature]

OPTION B — GENERAL CHECK-IN (NO BIG NEWS)

Subject: *Checking In — [Your Name] from UIUC*

Hi [Name],

I hope you've been doing well. I wanted to reach out because I was thinking back to our conversation a few months ago and wanted to thank you again for taking the time to speak with me.

Since we last connected, I've continued getting involved with [club / organization], learning more about [industry], and preparing for recruiting. I still think about the advice you shared regarding [specific topic], and it's been very helpful as I've explored different opportunities.

I hope all is going well at [Firm Name]. I'd love to stay in touch, and I appreciate all of your help.

Best,
[Your Email Signature]

💡 *If you talked about sports, pop culture, or hobbies during your coffee chat, you can skip the formality entirely and just message them about that. Authentic beats polished.*

These templates are a starting point — always personalize.

Real-World Examples

Below are real emails sent by BAP members during recruiting. Use these as a reference for tone, length, and personalization.

Subject: *Big 10 Student Reaching Out - [Your Full Name]*

Hi [Recipient's First Name],

I hope your Thursday morning is going well! My name is [Your Full Name], and I am a sophomore at the University of Illinois majoring in Accountancy and Finance. I am interested in a career in investment banking and would love to learn more about your background and experiences in the Technology group at Deutsche.

I am sure you are extremely busy, but if you have any future availability, I would appreciate the opportunity to connect over a phone call. Please let me know, and I am happy to accommodate your schedule.

For more background on myself, I have attached my resume. Thank you for your time and have a great day!

Best,
[Your Email Signature]

Subject: *UIUC Student Reaching Out - [Your Full Name]*

Hi [Recipient's First Name],

My name is [Your Full Name], and I am a sophomore at the University of Illinois Urbana-Champaign with an interest in private wealth. I would love the opportunity to learn more about your experience and how [Firm Name] approaches offering alternative investments to private wealth clients.

If you are available, I would greatly appreciate the chance to connect for a brief conversation. I am happy to share my availability if that is easiest. I have also attached my resume for your reference.

Best,
[Your Email Signature]

Subject: *UIUC Student Reaching Out - [Your Full Name]*

Hi [Recipient's First Name],

I hope you had a good weekend! My name is [Your Full Name] and I am a sophomore at UIUC studying finance. I am specifically interested in private banking and family offices, and I came across your experience at Bank of America. I would love the opportunity to learn about your experience and hear any advice you might have for someone interested in the space.

If you have time in the next few weeks for a brief call, I would greatly appreciate it. I've attached my resume for your reference.

Best,
[Your Email Signature]

WARM OUTREACH — REFERRED CONTACT

Subject: *Introduction from [Referrer's Full Name]*

Hi [Recipient's First Name],

My name is [Your Full Name], and I'm a sophomore at the University of Illinois Urbana-Champaign. I got your contact information from [Referrer's First Name], who mentioned that you are from [Their Town]. I'm from nearby [Your Town] and thought it would be great to connect. I am very interested in JPMorgan's Private Bank and would greatly appreciate the opportunity to speak with you about your role and your perspective on the industry.

If you are available sometime in the next two weeks for a call, I would be happy to share my availability and find a time that works best for you.

Thank you,
[Your Email Signature]