

JOBRAISING GUIDE TOOL 2— WARM CONTACT WORDING

(Please do not edit this file – copy first to create your committee-specific version)

Purpose: Ready-to-use wording for asking different types of contacts for an introduction, with separate examples for email and LinkedIn

Warm contact	Email	LinkedIn
IAESTE alumnus / former intern	Hi [Name], I hope you're well. We are currently exploring potential new employers for IAESTE STEM internships. I noticed your connection with [Company] and wondered whether there might be a good fit with their work in [area/team]. Would you feel comfortable introducing us to the relevant person there? We can then explore whether hosting an IAESTE student could be useful to them. Many thanks for your help	Hi [Name], I noticed you're connected with [Company]. We're exploring potential IAESTE opportunities for international STEM students and recent graduates in [field], and their work in [area] looks relevant. Would you be comfortable introducing me to the right person there for an initial conversation?
Professor/university contact	Dear [Name], We're looking to develop links with organisations working in [field], where international STEM students and recent graduates could contribute to technical projects while gaining valuable professional experience. I understand you have connections with [Company/University/Lab, etc.], whose work in [area] looks particularly relevant. Would you be willing to introduce us to an appropriate contact? We'd welcome the opportunity to explore whether a mutually useful collaboration is possible. With thanks for your help.	Hi [Name], I'm looking to connect with organisations working in [field] that could benefit from international STEM talent. [Company/University/...] looks particularly relevant given its work in [area]. I noticed your connection there; would you be comfortable introducing me to the appropriate person?

Warm contact	Email	LinkedIn
Current IAESTE employer	Dear [Name], Thank you again for working with IAESTE. We're looking to extend the opportunities available to international STEM students and recent graduates by connecting with more organisations that could benefit from hosting them. Given your experience of the programme, I wondered whether there are other companies in your network – perhaps suppliers, customers or professional contacts – where the model might be a good fit. If anyone comes to mind, an introduction to the appropriate person would be greatly appreciated. We're happy to provide a short explanation that you can forward.	Hi [Name], thanks again for your involvement with IAESTE. We're looking to connect with more organisations that could benefit from international STEM students and recent graduates. If a supplier, customer or other company in your network comes to mind, I'd really appreciate an introduction.
Committee member/volunteer / Board member/partner	Hi [Name], We're identifying organisations where international STEM students and recent graduates could make a useful contribution, particularly in [field/technical area]. I wondered whether you might know someone at [Company]. Their work in [specific area] looks like a potential fit, and an introduction to the relevant manager or technical team would help us explore whether there's a worthwhile opportunity. Do you happen to have a contact there?	Hi [Name], [Company] looks like a potential fit for IAESTE given its work in [specific area]. Do you happen to know someone there who could introduce me to the relevant technical team or manager? I'd like to explore whether there might be a useful opportunity for them.

Warm contact	Email	LinkedIn
Mutual LinkedIn connection	Hi [Name], I noticed that you know [Person] at [Company]. We're looking to connect with organisations working in [field] to explore whether international IAESTE STEM students and recent graduates could contribute to their projects. Would you feel comfortable introducing us? I'm happy to send you a short message explaining the opportunity that you can simply forward. Many thanks.	Hi [Name], I noticed you're connected with [Person] at [Company]. We're exploring whether their team could benefit from international STEM talent in [field]. Would you be comfortable introducing us? Happy to send a short message you can forward.
Former IAESTE employer contact who moved to another company	Hi [Name], I hope you're doing well. I saw that you've moved to [New Company], congratulations on the move. Since you already know IAESTE and how our international placements work, I wondered whether there might be scope to explore a similar opportunity at your new organisation, particularly in [relevant team or technical area]. Would it be worth a conversation, or is there a colleague who would be better placed to discuss it? Either way, it would be great to hear how you're getting on.	Hi [Name], great to see you've moved to [New Company]. Since you already know IAESTE, I wondered whether there might be potential to explore international STEM placements there too, particularly in [field/team]. Would it be worth a conversation, or is there someone else I should speak to?