NETWORKING

STEPS

01 Who to network with?

02 How to find contacts?

03 How to connect?

04 What to talk about?

05 How to follow up?

06 How to track activity?

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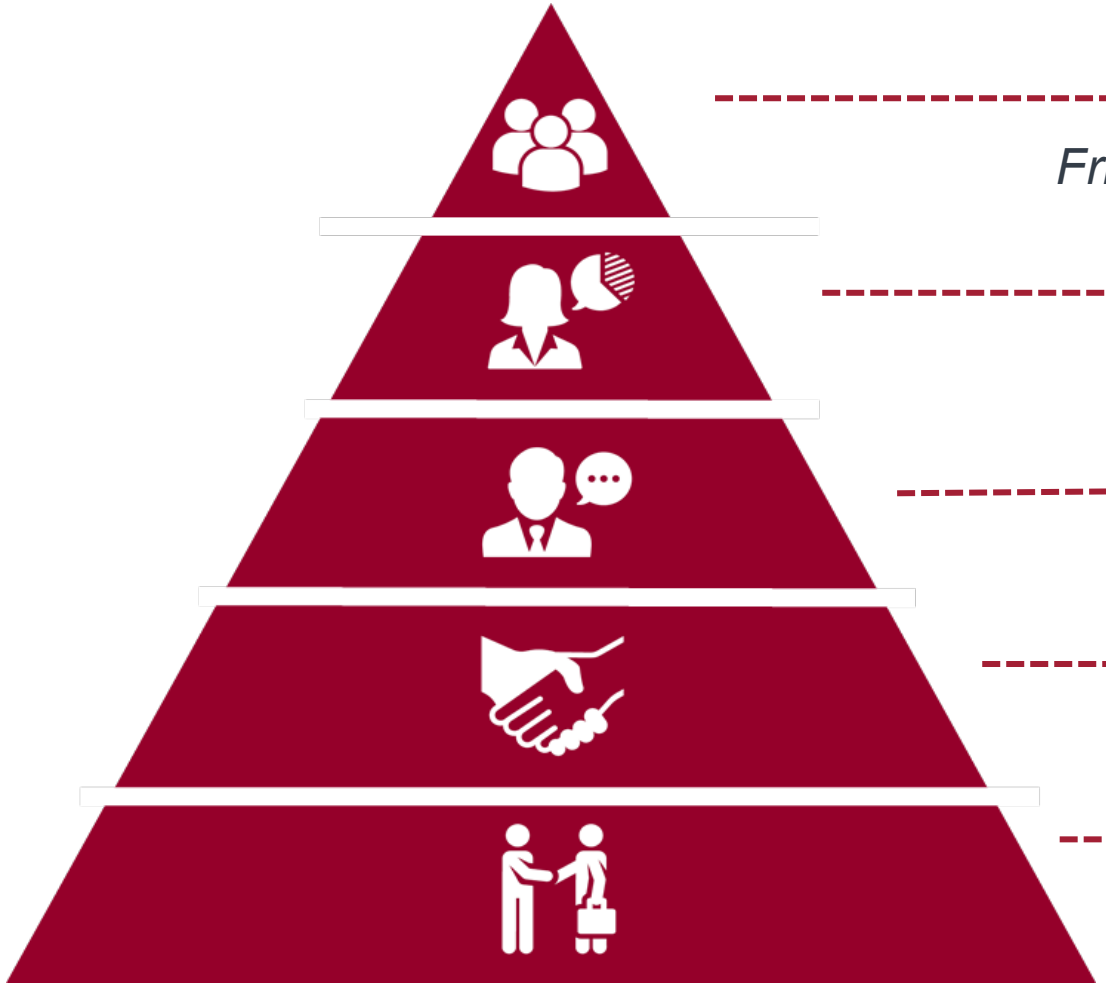
WHO SHOULD YOU NETWORK WITH?



PEOPLE YOU ALREADY KNOW

Friends & classmates, former colleagues, family connections

MIT COMMUNITY

Clubs: IB, IM, VCPE, Quant Finance, Fintech, Consulting

MFIN ALUMNI

MFin LinkedIn Group, MFin Directories

MIT ALUMNI

Infinite Connection, LinkedIn, Sloan Industry Advisors

CONTACTS AT COMPANIES WHO RECRUIT AT MIT SLOAN

Career Central database (Companies tab)

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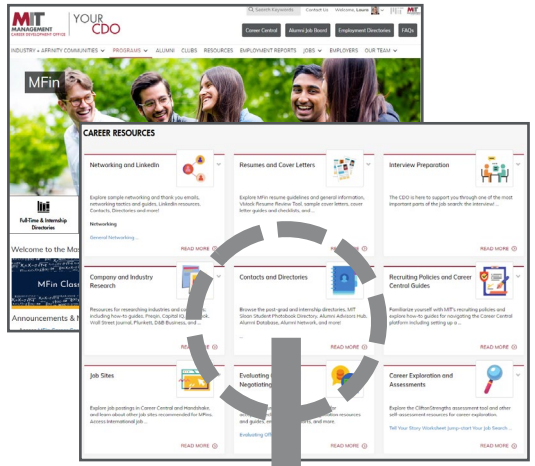
WHERE TO FIND CONTACTS?

CLICK HERE FOR LINKS TO THESE RESOURCES ON YOUR CDO

Your CDO Career Resources

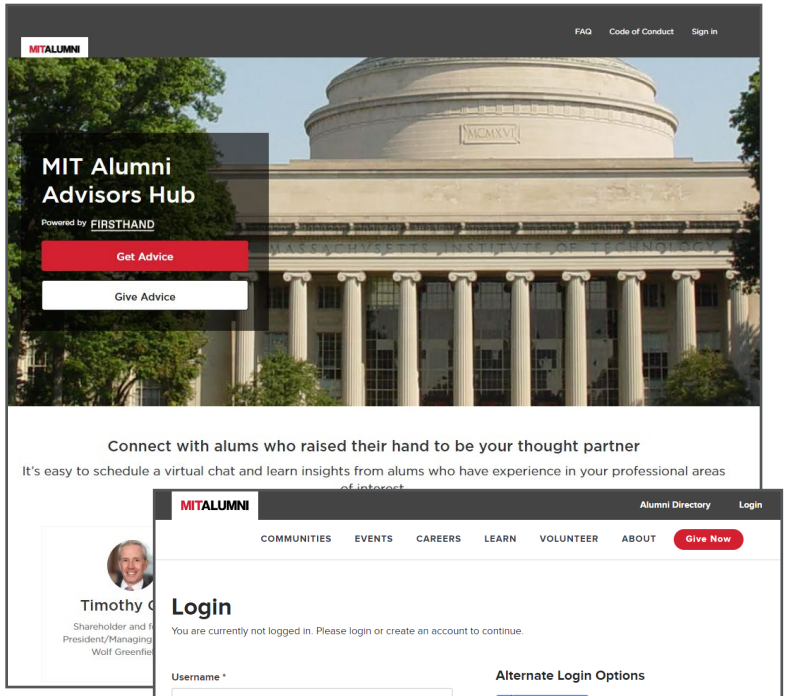


Contacts and Directories

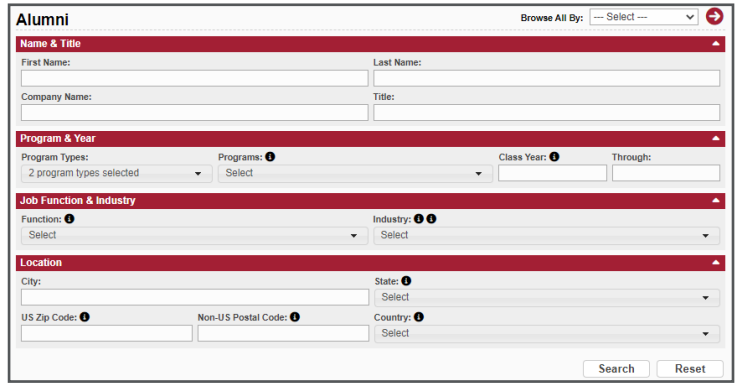
Browse the post-grad and internship directories, MIT Sloan Student Photobook Directory, Alumni Advisors Hub, Alumni Database, Alumni Network, and more!

- MFin Post-Grad & Internship Directories (Also accessible through your Career Central dashboard)
- MIT Sloan Student Photobook Directory
- LinkedIn: MIT Sloan Alumni Network
- MIT Sloan Alumni Directory
- Alumni Advisors Hub
- MIT Alumni Database
- Faculty Directory

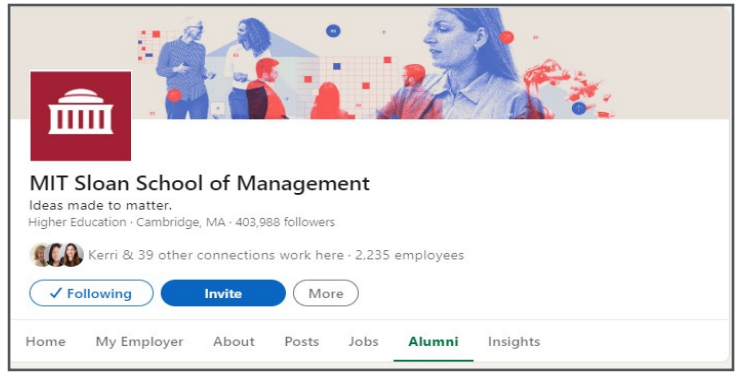
MIT Alumni Advisors Hub & Infinite Connection



MySloan Alumni Database



LinkedIn (Alumni & MFin Group)



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HOW TO CONNECT?

Generally, email is preferred.

- Send your initial outreach to a contact's work email address
- Follow up by replying to that email (creating a thread) with a brief message
- In your follow up, acknowledge that you'll send a LinkedIn message too

Do not include attachments.

- We advise that you do not include your resume, cover letter or other recruiting materials
- It is okay to include the URL to your LinkedIn Profile in your email signature

Your message should include:

- Who you are
- How you're connected
- Why you would like to connect
- A request for 15-20 minutes
- Be concise and personalized

WHAT TO TALK ABOUT?

DO YOUR RESEARCH

Learn about the person

- Career path
- Prior roles and work experience
- Education and certifications
- Publications
- Expertise areas
- Interests
- Affiliations
- Their connections

Learn about their experience

- Current and past employers
- Business areas
- Investment philosophy
- Areas of expertise
- Company culture
- Company mission
- Current events and news

WHAT TO TALK ABOUT?

PREPARE YOUR QUESTIONS

POWERFUL QUESTIONS ARE:

- SHORT
- OPEN-ENDED
- CURIOUS

ASK QUESTIONS THAT:

- You are genuinely curious about
- Draw from their experience and expertise
- Reflect your research and preparation
- Demonstrate your passions and interests
- Seek advice and their opinion

TOPICS TO AVOID:

- “Can you get me a job / internship?”
- Politics
- Religion
- Age
- Physical appearance
- Race
- Private relationships
- Financial situation
- Sponsorship
- Getting too specific about your individual situation

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HOW TO FOLLOW-UP?

SEND A THANK YOU NOTE

- Send via email within 24 hours
- Identify yourself and provide context on where you met
- Be specific in your thank you
  - Reference your interaction, something specific you discussed
  - Offer to follow up with updates on where you land
- Check spelling and grammar

Subject: Nice to have met you at MIT Sloan MFin Networking Night

Dear Ms. Jones:

Thank you for coming to the MIT Sloan MFin Networking Night; I really enjoyed meeting you and our conversation. As you may recall, I will graduate in February 2025, and I am pursuing a career in Asset Management.

I particularly enjoyed hearing about your role at PIMCO, and how you have grown your career. If there is anyone in your network who may be willing to share their perspective with me, I would greatly appreciate an introduction.

As promised, here is the link to the article I mentioned - [link here]. I would be happy to discuss this further with you at your convenience, either by phone or perhaps over a coffee.

Again, it was great to meet you – thank you for coming out to support our program.

Warm regards,
Sally

Sally Smith
Candidate for Master of Finance, Class of 2025
MIT Sloan School of Management
Tel: +1 xxx-xxx-xxxx Email: name@mit.edu LinkedIn:

CLICK HERE FOR A SAMPLE THANK YOU NOTE ON YOUR CDO

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HOW TO TRACK YOUR ACTIVITY?

USE A TRACKING SPREADHSEET

Sample Networking Contact Tracking Spreadsheet
6/8/2023

Other columns you could include: Questions that you will ask in the conversation, research on the contact /company, etc.

Organization	Individual	Title	Referred by	Reason for contact	Contact history	Action required	Notes
Company name	Person's name	Person's title	Name of the individual who referred you, or the source through which you found the contact	What you'd like to talk to the contact about	Date(s) you have contacted the person	What you still need to do (including sending thank yous)	Background on the individual that you learn before the conversation, key topics covered in your conversation
Company A	Jane Cheng	Manager	Lee Chen (MFin '18)	Lee mentioned that Jane had a similar background pre-MIT Sloan - want to learn about his transition to the CPG industry	Emailed 10/10		Jane is an MIT Sloan alum (EMBA '05)
Company B	John Dulard	VP of Finance	Found in MIT Sloan Alumni Database	Informational interview - want to learn more about marketing at Company A	Emailed 10/10; John responded that I should call him at 2pm on 10/18	Call on 10/18	
Company C	Ravi Singh	Consultant	Artu Milani (Classmate)	Artu worked with Ravi at company C before coming to MIT Sloan, and thought Ravi would be wiling to talk to me about the work that he does	Emailed 10/4; spoke with 10/11	Send thank you email today	Talked about projects X, Y, and Z
Etc.							

- Use a spreadsheet to capture details on who you plan to email, and who you've met
- Enter details that will help you prepare and remember the connection
  - Who referred you, or how you found their information
  - Next steps for follow up, or people they recommended for outreach
- Capture the date(s) you reached out
  - It often takes two or three emails before a person replies

CLICK HERE FOR A SAMPLE TRACKING SPREADSHEET ON YOUR CDO

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I was able to learn a lot from classmates just by chatting with them. Learning about the markets, what they've accomplished, what they learned in their internships.

David Ma, MFin 2021

CLICK HERE FOR MORE CAREER STORIES

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