

Instructions from PAB/PGP to Parents:

Dear Parents, Alumni, and Friends of Olin,

Many of you have passed along leads for internships, jobs, and other promising opportunities to the Office of Post-Graduate Planning. These efforts are greatly appreciated and this letter serves to introduce an updated version of the Networking Toolkit to facilitate your efforts. As ambassadors of the “Olin brand,” you are in an optimal position to conduct outreach as part of your professional and personal lives.

The most efficient way to utilize this toolkit is to email your contact shortly after speaking with them about Olin using the email template shown below. The hyperlinks embedded in the text will quickly illustrate the unique qualities of the Olin education. Feel free to personalize the email based on your initial contact and relationship to the recipient.

The Olin PGP office and colleagues are seeking leads for internships, jobs, fellowships, and SCOPE sponsorships. In conducting your outreach, please attempt to develop **geographic dispersion away from the East Coast, including** international opportunities and diverse engineering disciplines. Specifically, we are looking for leads in the fields of **alternative energy, medical devices, education technology, and robotics** and in the disciplines of **mechanical design and engineering, electrical engineering, materials science, bioengineering and other non-software fields.**

Another way to communicate opportunities you may find is through the [Olin College Group](#) on LinkedIn, where you can offer advice and job leads to alumni and students in need.

Thank you for your passion and never-ending support for the Olin vision.

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Email Template to send to contacts for internships, jobs, fellowships, and SCOPE sponsorships:

Dear {contact name},

It was great meeting you {insert reminder of location or occasion of contact}. As a follow-up to our conversation, I invite you to learn more about Olin College of Engineering, nationally recognized for re-designing engineering education. This young school has made its mark as an institution, but it is the people that continue to make a difference. Employers find Olin students and alumni to be self-motivated, creative thinkers and disciplined team players passionate about new ideas and challenges.

I encourage you to learn more about the high caliber students that are immersed in this innovative curriculum. Click [here](#) for more detail about what makes this college different. For some quick facts about our students, alumni and faculty, click [here](#).

If you'd like to figure out how to engage with Olin by hiring interns or recent grads, please contact:

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Kind regards,
{Parent name & contact information}