

Advice on Managing a Career

Pay special attention to the highlighted areas. These are for you to customize according to your specific needs.

Hi Tuffy, I'm reaching out because you are a fellow Titan and [[ADD REASON FOR REACHING OUT – what do you have in common, why them (job, position, experience, etc.)]]. I would love to talk to learn more about your background and experience. Would you be open to a 20 to 30-minute call? Some of the questions on my mind are:

- How long should I stay in a position?
- How do I prevent getting pigeon-holed in a job or career?
- When is the right time to ask for a raise or promotion?
- When is the right time to leave a position if I'm unhappy?
- How do you manage a work-life balance while being successful?
- How do you prioritize other responsibilities (family, friends, health) while pursuing your career?
- How do you spend most of your time?
- How do I pursue a career in a field that I didn't study?
- Do you have a mentor? How did you find her/him?
- How important are internships in your field? What advice do you have for finding one?

I hope to hear from you soon. However, I know folks are busy around this time of year, so I will follow up in 2 weeks to see if you're available.

Thank you in advance!

Student Name

Major, Grad Year