



NETWORKING WITH FELLOW ALUMNI ON LINKEDIN

With LinkedIn, growing your network has never been easier, especially with such a strong community of IE alumni.

You've probably heard the saying: "It's not just what you know, it's who you know." With LinkedIn, growing your network has never been easier, especially with such a strong community of IE alumni.

Whether you're looking to learn, connect, or get your foot in the door, this guide will show you how to find alumni on LinkedIn and reach out effectively (and politely!) even to people you've never met in person.

Click on a specific section or scroll and read it all!

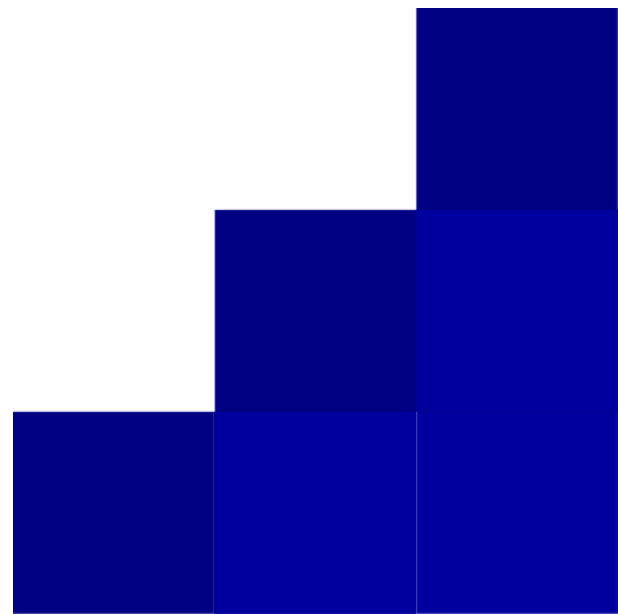
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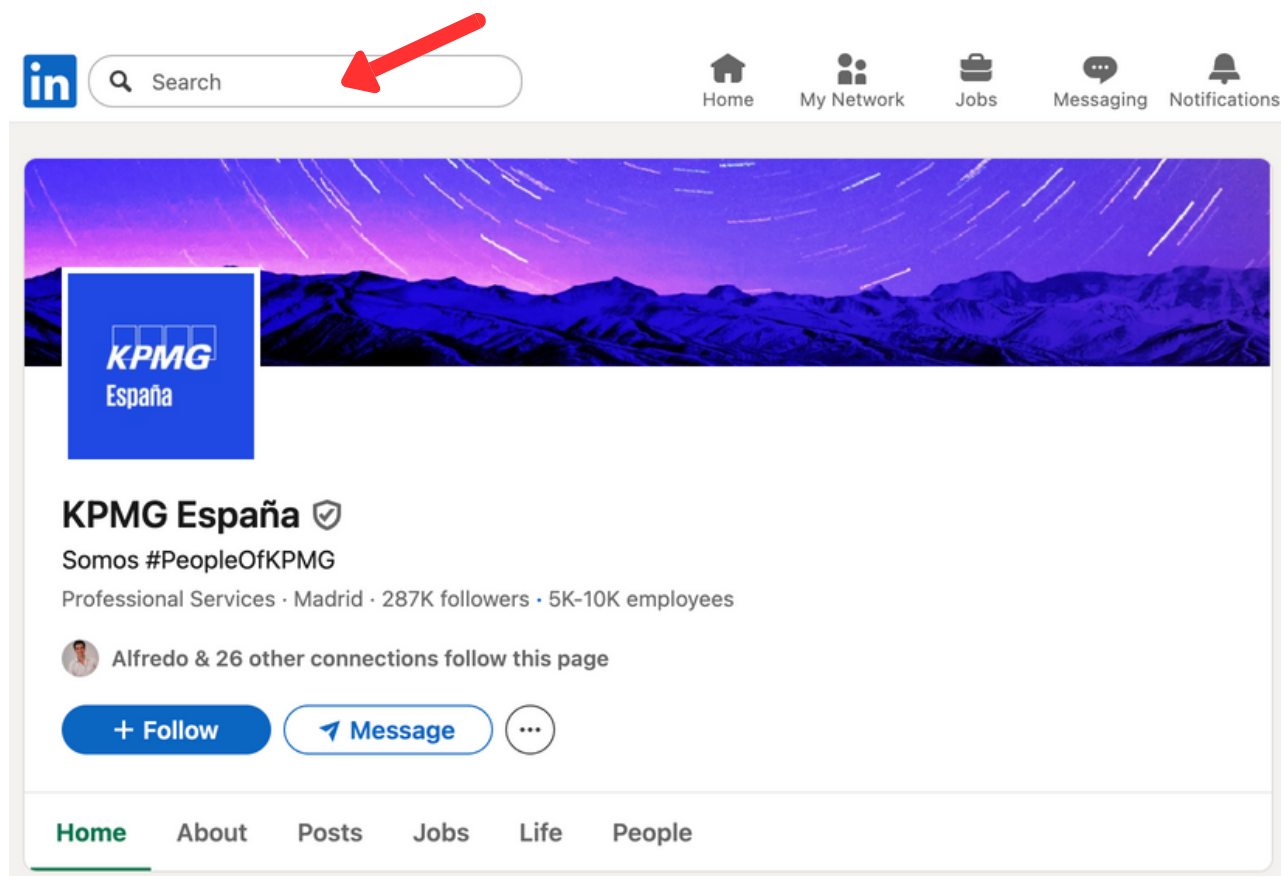


PART 1: TWO WAYS TO FIND ALUMNI ON LINKEDIN

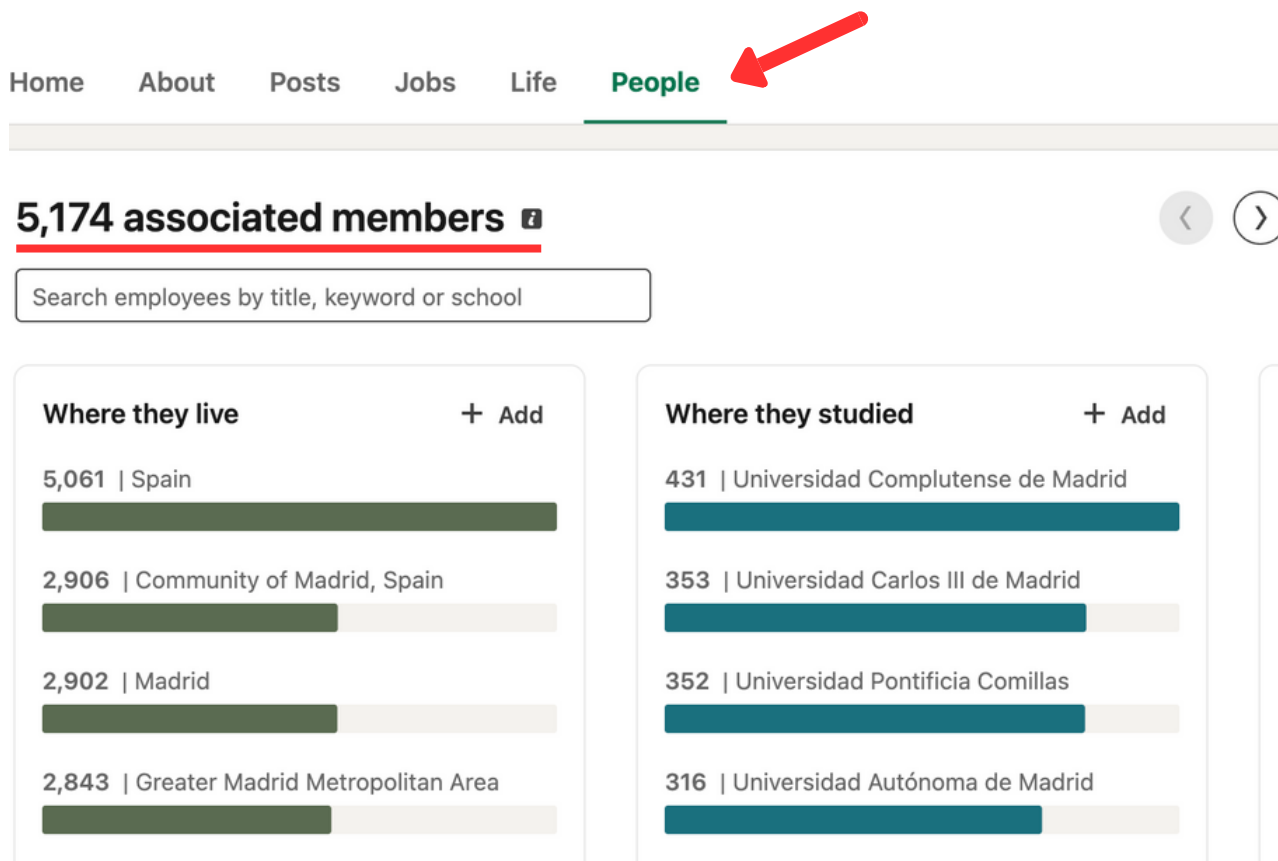
METHOD 1: SEARCHING WITHIN THE COMPANY PAGE

1. **Log in to LinkedIn** and search for a company you want to work for. Ex. KPMG Spain.

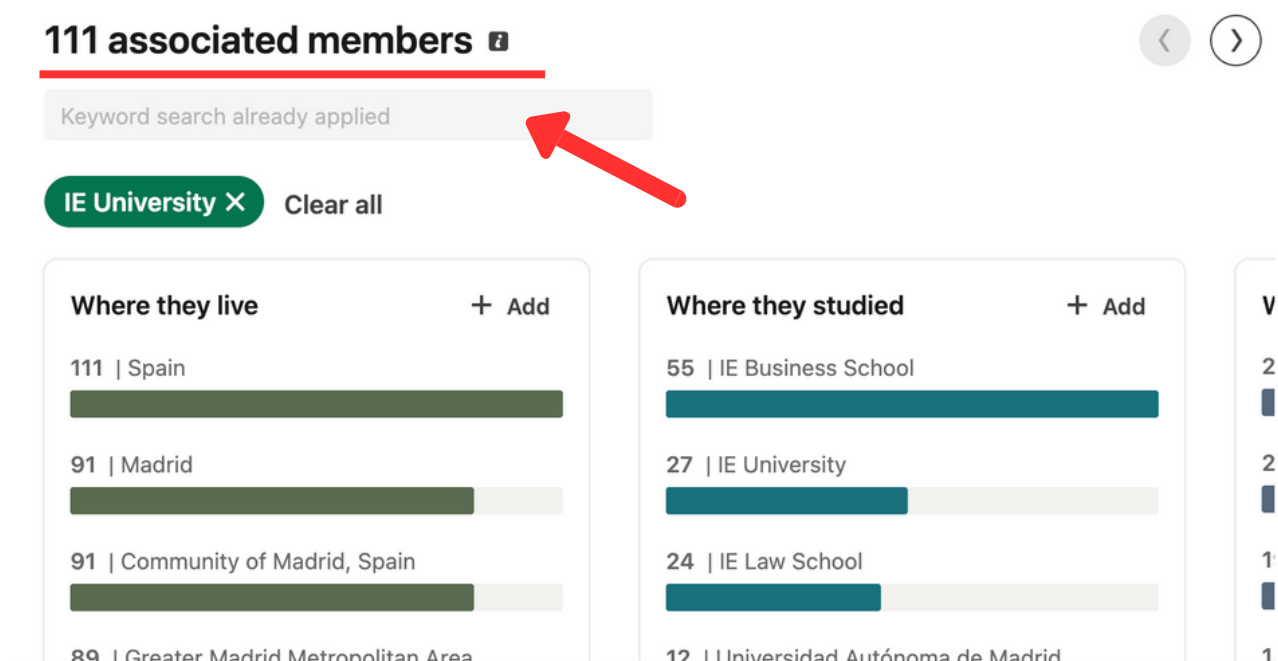
Bonus: click **+Follow**, as this shows your interest in the company; this is not a necessary step in order to connect with people who work there.



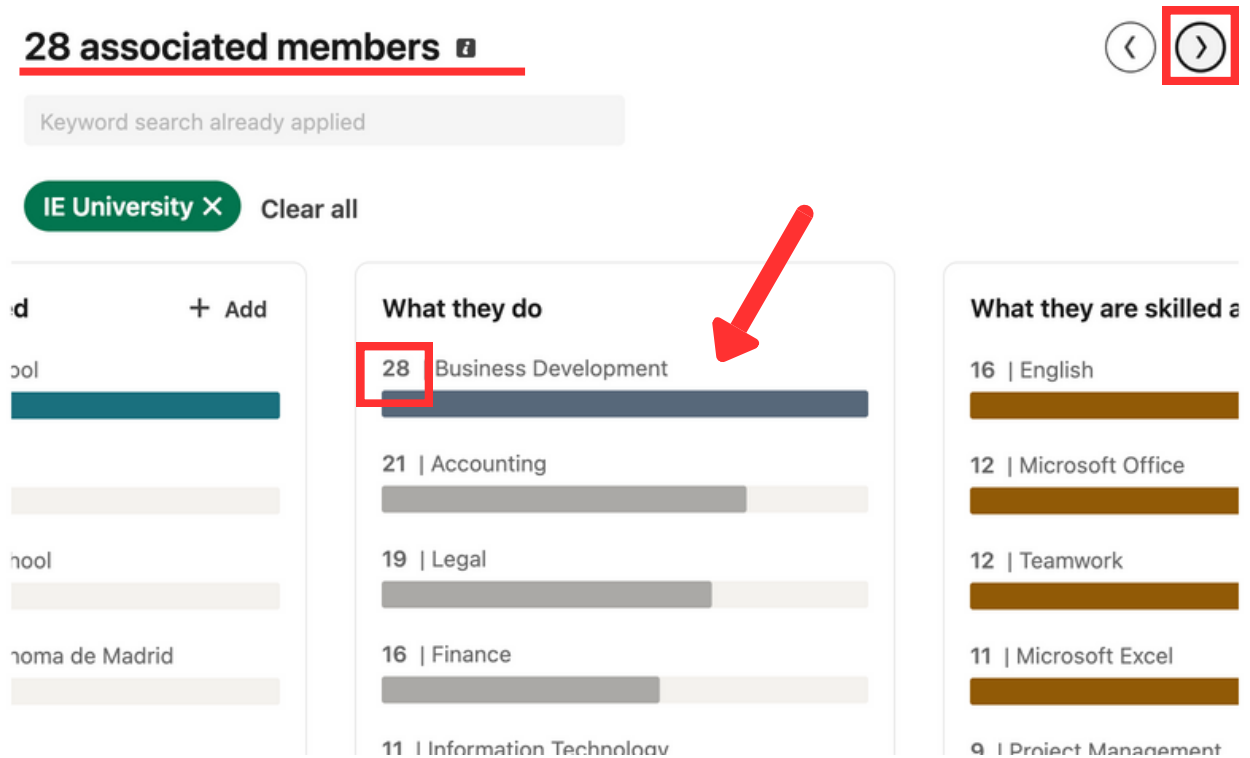
2. While on the Company page, click on the **People** tab (on the far right) to search for alumni. With this example, when we click on **People**, we see that there are over 5,000 employees of KPMG Spain.



3. In the search bar, type in **IE University**. In this example, when you filter the 5,000+ KPMG Spain employees by IE University, we see there are 111 employees who have IEU on their profiles.



4. Next, be strategic and apply more filters, like **What they do** (click on that chart and the business department to filter for the desired area). This will help find someone in the business department to which you are applying. In our KPMG Spain example, we have now filtered for 28 IE alumni who currently work in Business Development at KPMG.



5. Below, the charts you will see the 28 profiles. Strategically choose 1-2 people with whom to connect.

- It's best to connect with **someone in the business department** to which you're applying OR if none are available, someone in talent acquisition or HR.
- If one of those 28 people is your **2nd connection**, that means you have a connection in common. Write to the 2nd connection and **mention your mutual connection**.
- Choose someone with 1+ years of seniority. And on the opposite end, don't go for the most senior managers, VPs, C-level staff as they are likely farther removed from the hiring process.

People you may know



Sara Ferrín Pérez · 2nd
KPMG Strategy Intern | Aspiring Management Consulting...

Carmen Moreno de la Cova Solís, MBA, CFRE, PEDRO BOCOS REDONDO, and 26 other mutual...

[Connect](#)



Catalina Ferna... · 2nd
Transfer Pricing Consultant at KPMG

Kristann Acedera Fernandez, MBA, Carlota Aboukhair Gutierrez, and 2 other mutual connections

[Connect](#)



Alicia Maté Bel... · 2nd
Financial Audit KPMG

Kristann Acedera Fernandez, MBA, Aman Kumar Vikrant, B Tech(Mech.), MBA, LSSGB®,...

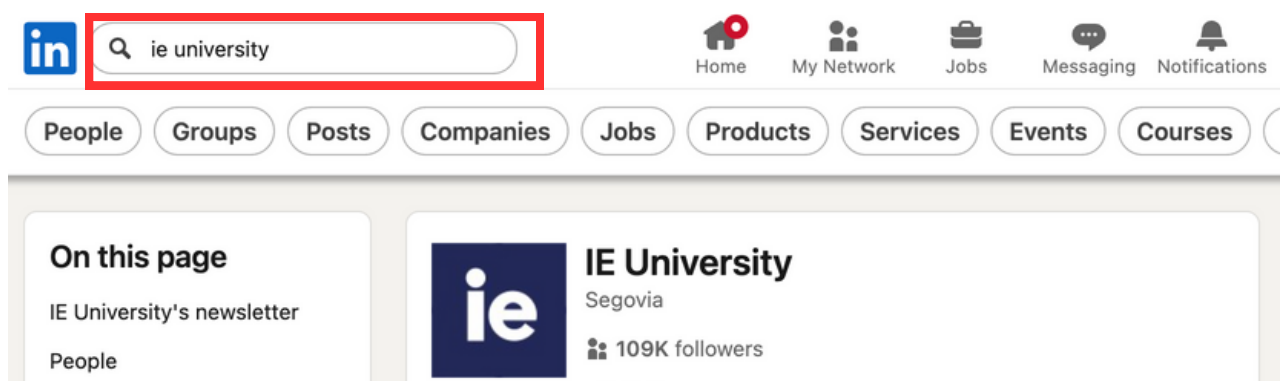
[Connect](#)

METHOD 2: SEARCHING ON THE IE UNIVERSITY PAGE

Maybe you know where you want to live, but you're still figuring out what kind of work you want to do. Or perhaps you're curious about what other graduates from your degree are doing and want to explore different career paths. Good news: you can use the IE University LinkedIn page to search for alumni by sector, company, region or degree. It's a powerful way to explore options and start connecting with professionals in your extended IE network all over the world.

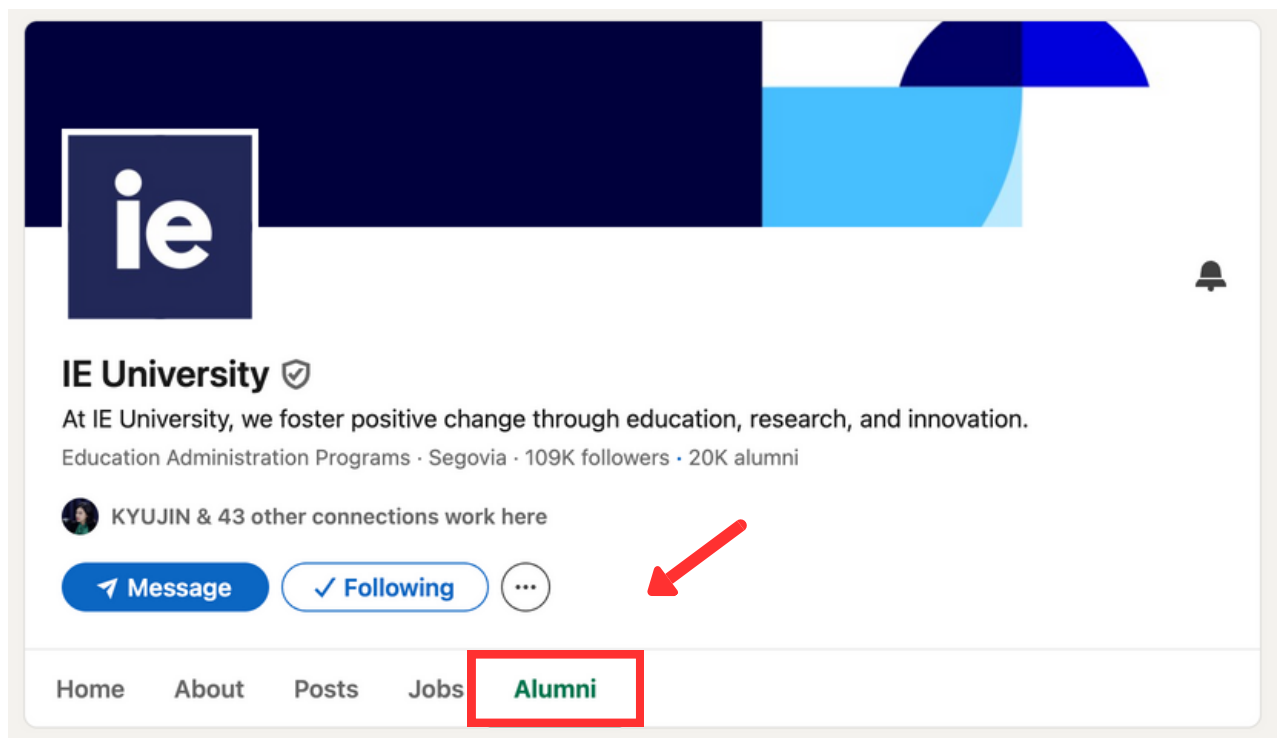
1. **Log in to LinkedIn** and **search for IE University**.

Note: You can also search by individual IE schools – Ex. IE Business School, IE Law School, etc.



The screenshot shows the LinkedIn interface. At the top, the search bar contains the text "ie university" and is highlighted with a red rectangle. Below the search bar, there are navigation tabs: Home, My Network, Jobs, Messaging, and Notifications. Below these, there are more tabs: People, Groups, Posts, Companies, Jobs, Products, Services, Events, and Courses. The main content area shows the "On this page" section with a link to "IE University's newsletter" and a "People" section. To the right, the "IE University" profile is displayed, showing the "ie" logo, the name "IE University", the location "Segovia", and "109K followers".

2. Click on **IE University's** name, and on the University page, click **Alumni** (see below).



3. **Use the visual filters or keyword search bar** below Alumni to select *Where they work*, *Where they live*, *What they do*, *What they studied*. You can also filter for different graduation date ranges. Be sure to use the arrows (circled in the below image) to navigate from side to side of the visual filters.

19,530 alumni

Search alumni by title, keyword or company

Start year

1900

End year

2025

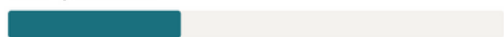
Where they work

+ Add

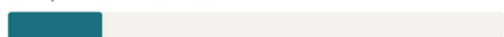
485 | IE University



169 | Deloitte



92 | IE Business School



Where they live

+ Add

9,842 | Spain



7,095 | Community of Madrid, Spain



7,086 | Madrid



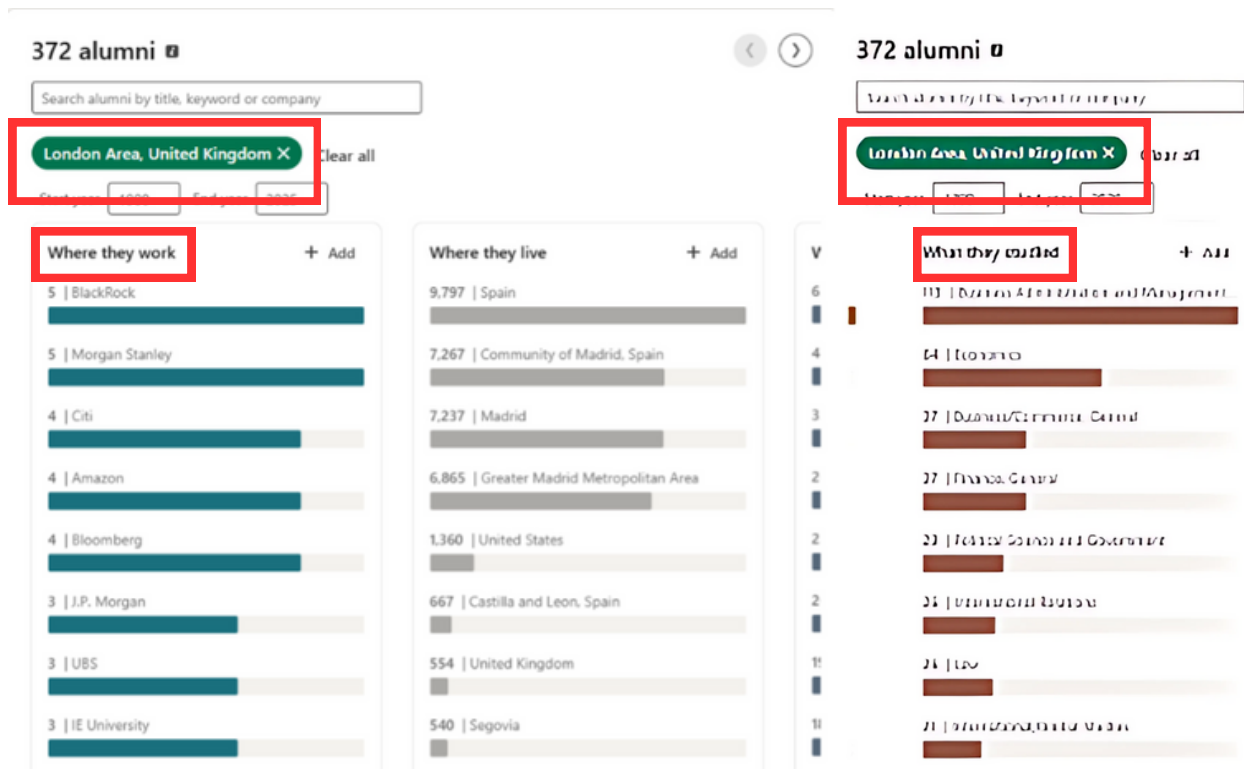
4. Imagine my goal is to work in **Business Development** at **Amazon** in **Madrid, Spain**. I can apply filters for: **Where they work:** *Amazon*, **Where they live:** *Madrid*, **What they do:** *Business Development*. In this example, I have filtered for Start year: 2000 and End year: 2024 to find more recent IE graduates.

The screenshot shows a LinkedIn search filter interface. At the top, it says "4 alumni" with a dropdown arrow. Below this is a search bar with the text "Search by name or company". There are three filter buttons: "Amazon X", "Madrid X", and "Clear all". Below the buttons are two date range filters: "Start year" with a dropdown set to "2000" and "End year" with a dropdown set to "2024". The main results area is divided into three columns: "What they do", "What they are skilled at", and "What they are interested in". Each column has a list of items with progress bars indicating the percentage of results. In the "What they do" column, there are three items: "11 | Marketing", "9 | Sales", and "5 | Operations". In the "What they are skilled at" column, there are three items: "2 | Product Management", "2 | Business Development", and "2 | Sales". In the "What they are interested in" column, there are three items: "2 | Product Management", "2 | Business Development", and "2 | Sales".

5. As you can see, we've now filtered down from *19,530 Alumni* to *4 Alumni* – whose profiles I can evaluate and decide whom to strategically reach out to on LinkedIn. Remember:

- It's best to connect with **someone in the business department** to which you're applying OR if none are available, someone in **talent acquisition or HR**.
- If someone is your **2nd connection**, that means you have a connection in common. Write to the 2nd connection and **mention your mutual connection** in your note.
- Choose someone with 1+ years of seniority. And on the opposite end, don't go for the most senior managers, VPs, C-level staff as they are likely farther removed from the hiring process.

6. **Final thought:** The IEU Alumni search feature is particularly helpful if you want to find alumni in a geographic region but may not know exactly what you're interested in doing for work! For instance, maybe I know that I'd like to build a career in London, but I'm not sure what I want to do. I can filter for Alumni in London and do a bit more research on available opportunities and connections.



PART 2: Refining Your Search with Boolean Search

Sometimes LinkedIn's filters aren't enough to find exactly who you're looking for. That's where Boolean search comes in. It's like giving LinkedIn secret instructions to run a smarter search.

What is Boolean Search?

Boolean search lets you combine keywords with special terms (called "operators") so LinkedIn knows exactly what to include, or leave out, in your search results.

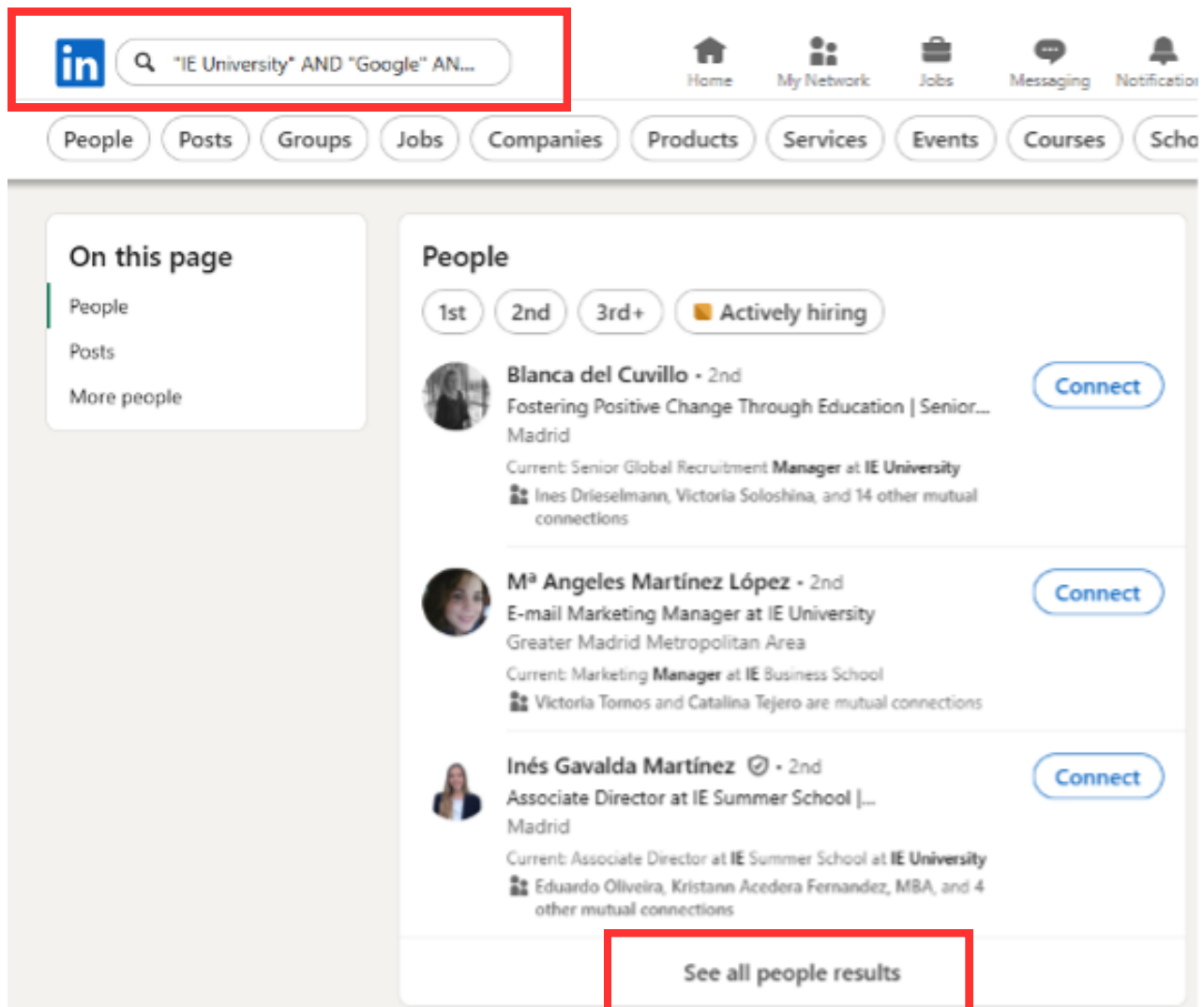
How do I do a Boolean Search?

In the LinkedIn Search Bar, type the below operators in CAPITAL LETTERS between two search factors. **Note:** AND takes precedence over other operators when no parentheses are used.

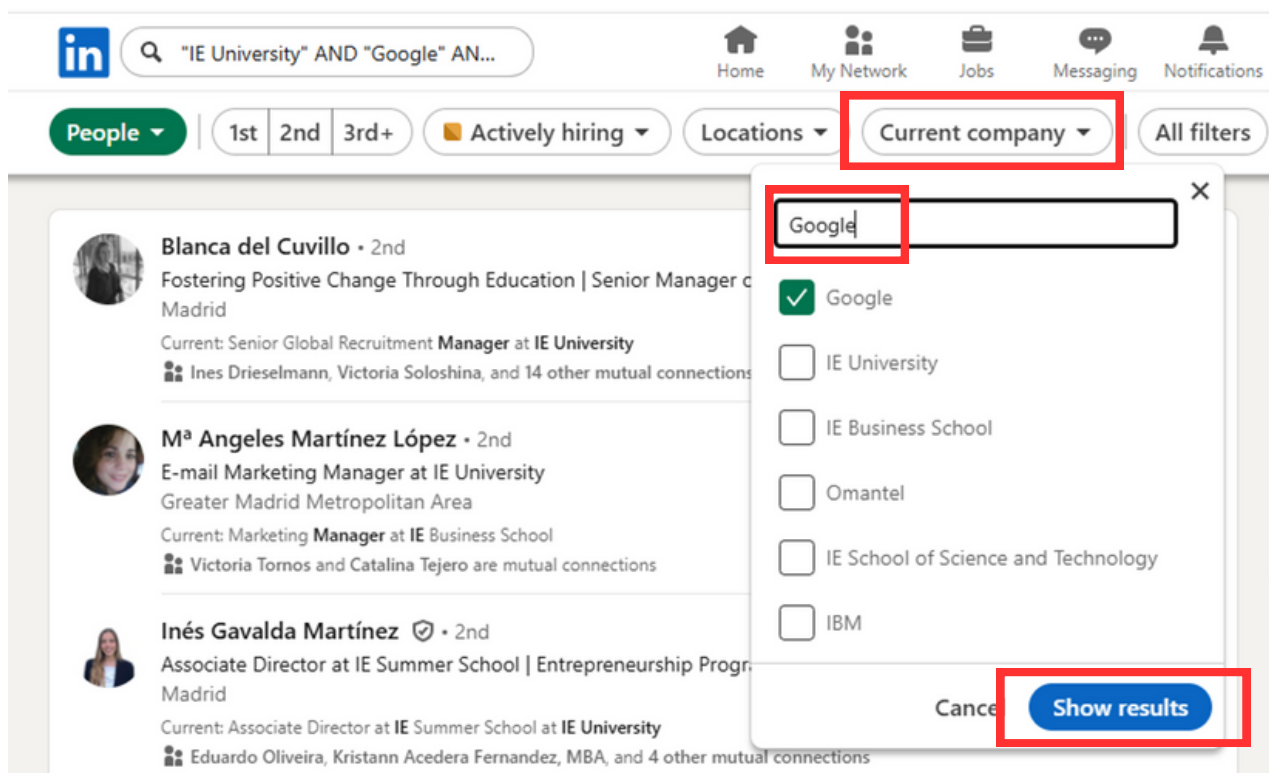
Operator	Rule	Example
AND	Must include both items	"IE University" AND "KPMG"
OR	Includes either option	"IE University" OR "IE Business School"
NOT	Excludes something	"IE University" AND "Google" NOT "Professor"
Quotation marks (" ")	Keeps exact phrases together	"Master's student"
Parentheses ()	Group terms together	"IE University" AND ("Business Analyst" OR "Consulting Intern")

How Do I Use This on LinkedIn?

1. Click the **search bar** at the top of your LinkedIn page.
2. **Type your Boolean search string** (like the Examples in the table above).
3. Hit **Enter**.
4. Click **People > See** all people results to see only alumni and not companies.



5. Important Note: LinkedIn's Boolean search can't directly filter by current vs. past employer, but you can encourage more accurate results by applying the filter **Current Company** on the People page and selecting the desired Company or School.



Build Your Own Search

Here's a formula you can use and modify:

- **"School or Company 1" AND "School or Company 2" AND "job title" NOT "intern".**

Examples of possible searches:

Search Goal	Boolean Search String	What It Should Find
Find IE alumni at Unilever in Sustainability roles	"IE University" AND "Unilever" AND ("Sustainability" OR "Environmental Analyst") NOT ("Professor" OR "Lecturer")	People who have IE on their profile and sustainability-related roles at Unilever, excluding professors.
Find Master's students at Brown who did undergrad at IE	"IE University" AND "Brown University" AND ("Master's student" OR "MSc") NOT ("Employee at IE University" OR "Professor")	People who mention both IE and Brown University on their profiles, are doing a Master's (at either institution) and are not IE staff or Professors at either school.
Find IE alumni at Google in product roles	"IE University" AND "Google" AND ("Product Manager" OR "Product Analyst") NOT "Intern"	Alumni with IE and Google on their profile, in product roles but not internships.

PART 3: Contacting Alumni

1. Now that you've chosen your person, under their name, click **Message**.
2. Send one of the below templated **messages** (with word count already optimized for LinkedIn) **asking for an informational interview**. This is the best way to **connect** and **build rapport**.
3. After speaking with the person and establishing a connection, use the **second set of templates** to **ask for a referral** or advice on the application process.

Templates for Requests for Informational Interviews

Note: change anything in yellow and feel free to edit the text to sound more like you!

MUTUAL IE BOND

Hi [Alum's Name], I'm currently studying at IE University and came across your profile while exploring opportunities in [Industry]. Seeing a fellow IE alum succeed at [Company] is inspiring! I'd love to connect and hear any advice you have on breaking into the field. Would you be open to a quick chat?

Best,

[Your first and last name]

FRIENDLY & DIRECT

Hi [Alum's Name], I hope you're doing well! I'm a current student at IE University, studying [Your degree], and I'm really interested in [Company]. Since you've had great experience at [Company], I'd love to hear your insights. Would you be open to a quick 15-minute chat? Looking forward to learning from you!

Best,

[Your first and last name]

COMPLIMENT & CONNECTION

Hi [Alum's Name], I came across your profile and was really impressed by your career path at [Company]. As a current IE University student interested in [Industry/Role], I'd love to hear about your experience and any advice you might have. Would you be open to a brief chat? Thanks in advance!

Best,

[Your first and last name]

EXPRESSING INTEREST IN THE COMPANY

Hi [Alum's Name], I hope you're doing well! I'm a student at IE University, and I'm really interested in opportunities at [Company]. Since you've navigated a similar path, I'd love to hear about your experience and any insights you can share. Would you be open to a short conversation?

Best,

[Your first and last name]

CASUAL & WARM

Hi [Alum's Name], I'm currently at IE University and looking to learn more about [Company/Industry]. I saw that you've had a great career trajectory, and I'd love to hear your thoughts on how to break into the field. Would you be open to a quick coffee chat (virtual or in person)? Looking forward to connecting!

Best,

[Your first and last name]

Templates for Requesting Referrals

You've connected with an alumnus – established a good relationship – now how do you request a job referral?

Once you've had a positive conversation with an alum, it's appropriate to follow up with a polite and specific request for a referral, especially if there's a relevant role you're interested in. Below are several templates you can use depending on your tone and situation. **Note:** *change anything in yellow and feel free to edit the text to sound more like you!*

DIRECT BUT POLITE REFERRAL REQUEST

(Use this if there's a job posting you are interested in.)

Hi [Alum's Name],

Thank you again for taking the time to speak with me last week. I really enjoyed our conversation and learning more about your experience at [Company].

I saw a [Job Title] opening on the [Company] careers page that aligns really well with my background and interests. If you feel comfortable, would you be open to referring me for the role or pointing me toward the best way to apply internally?

I'd be happy to send over my CV and any other info you might need.

Thanks again for your support!

Best,

[Your Name]

FRIENDLY & GRATEFUL TONE

(Use this if you want to keep it casual and warm.)

Hi [Alum's Name],

I really appreciated our chat the other day. It was so helpful to hear about your path and your experience at [Company].

I noticed a [Job Title] position on the website that I am excited to apply for. If you'd feel comfortable referring me, I'd be incredibly grateful! I can send along my CV and any other info if that's helpful.

Thanks again for your time and kindness!

Warm regards,

[Your Name]

INTERNAL REFERRAL WITH APPLICATION ALREADY IN PROGRESS

(Use this if you've already applied but want a boost.)

Hi [Alum's Name],

Just wanted to thank you again for our recent conversation; it gave me a lot of clarity.

I've submitted my application for the [Job Title] position at [Company], and I'm reaching out to see if you'd be open to putting in a referral. I understand these are in high demand, so no pressure at all, just thought I'd ask!

Thanks again for your time and support.

Warmly,

[Your Name]

REFERRAL PLUS CONTEXTUAL REMINDER

(Use this if more than 3 weeks have passed since your conversation.)

Hi [Alum's Name],

I hope you're doing well! I've been reflecting on our conversation a few weeks ago - thank you again for your insights and encouragement.

I recently came across a [Job Title] opportunity at [Company] and immediately thought of our discussion. If you're open to it, I'd really appreciate a referral or any guidance on applying internally.

I've attached my CV below. Thanks so much for considering it!

All the best,

[Your Name]

CONTACT US

ieu.careers@ie.edu

SEGOVIA CAMPUS

2nd floor (next to the SciTech Office)

Monday to Thursday

Hours: 10:00H - 16:00H

IE TOWER

T-15.05

Monday to Thursday

Hours: 10:00H - 16:00H