Campus recruitment email to college

Send first outreach 3 to 6 months before you want to be on campus. Fall recruiting for US full-time and summer internship hiring usually means contacting schools in late spring or early summer.

FIRST OUTREACH TO CAREER SERVICES

Subject: Recruiting [Major] students for [Job Title] roles at [Company]

Hi [Contact Name],

I lead early-career recruiting at [Company], a [one-line company description] based in [Location]. We're hiring [Number] [Job Title]s and [Number] summer interns for [Year], and we'd like to recruit [Major/Program] students from [College Name].

A few details:

- **Roles:** [Job Title] (full-time, starting [Start Month]) and [Internship Title] ([Number] weeks, summer [Year])
- **Graduation years:** [Class Years]
- **Pay:** $[Salary Range] for full-time; $[Hourly Rate]/hr for interns
- **Location:** [Location / Hybrid / Remote]

We'd like to explore [a table at your fall career fair / an information session / an on-campus interview day], and post the roles on your job board. Are there dates in [Month] that would work, and is there an employer registration process I should start?

Happy to set up a 15-minute call if that's easier.

Best regards,
[Your Name]
[Title], [Company]
[Email] | [Phone Number]

CAMPUS DRIVE REQUEST TO PLACEMENT OFFICER

Subject: Request for campus placement drive: [Company], [Month Year]

Dear [Placement Officer Name],

[Company] would like to conduct a campus recruitment drive at [College Name] for the [Year] graduating batch.

- **Positions:** [Job Title(s)], [Number] openings
- **Eligible branches:** [Branches / Majors]
- **Eligibility:** [Minimum Grade or Criteria, if any]
- **Compensation:** [Annual CTC / Salary]
- **Job location:** [Location]

- **Selection process:** [Online assessment, group discussion, technical interview, HR interview]
- **Preferred dates:** [Date Option 1] or [Date Option 2]

We can bring a team of [Number] interviewers and will share final results with your office within [Number] days of the drive. Please let us know the requirements for registering with your placement cell and any documents you need from us.

Thank you for your support.

Regards,
[Your Name]
[Title], [Company]
[Email] | [Phone Number]

FACULTY OR STUDENT ORGANIZATION CONTACT

Subject: Guest session for [Course / Club Name] students

Hi Professor [Last Name],

I'm a recruiter at [Company], and several of our [Team] engineers are [College Name] alumni. We'd love to offer your [Course / Club Name] students a 45-minute session on [Practical Topic], with time at the end for questions about internships.

No sales pitch; the talk would be led by [Speaker Name, Title], and we'd follow your guidance on format. Would a date in [Month] work?

Thanks for considering it,
[Your Name]
[Title], [Company]

FOLLOW-UP

Subject: Following up: [Company] recruiting at [College Name]

Hi [Contact Name],

I wanted to follow up on my note from [Date] about recruiting [Major/Program] students for our [Job Title] and internship roles. I know fall calendars fill quickly.

If an on-campus event isn't possible this term, posting the roles on your job board or sharing them with relevant departments would still be a great start. I've attached a one-page summary of both roles.

Thanks,
[Your Name]
[Title], [Company]

SUBJECT LINE IDEAS

- Recruiting [Major] students for [Job Title] roles
- Request for campus placement drive: [Company]
- Partnering with [College Name] career services
- [Company] internship and graduate roles for [Year]
- Information session request for [Month]
- Following up: [Company] recruiting at [College Name]

SMS / WHATSAPP VERSION

Hi [Contact Name], this is [Your Name] from [Company]. I emailed about recruiting [Major] students at [College Name] for [Job Title] and internship roles in [Month]. Is there a good time for a 15-minute call this week?

Placeholders to replace: [Contact Name], [Placement Officer Name], [Last Name], [College Name], [Major/Program], [Branches / Majors], [Class Years], [Job Title], [Internship Title], [Number], [Salary Range], [Hourly Rate], [Annual CTC / Salary], [Location], [Month], [Year], [Date Option 1], [Date Option 2], [Your Name], [Title], [Company], [Email], [Phone Number]