

MALONE CENTER FOR CAREER ENGAGEMENT

GUIDE TO FOLLOWING UP WITH AN EMPLOYER

FOLLOWING UP ETIQUETTE

Connecting after an interview, networking event, or conversation with an employer is a great way to make a lasting impression. Here are some tips for following up promptly and professionally:

- Ask for business cards or contact information to keep your connection going.
- Send thank you emails to employers that you have meaningful interactions with. Make sure to mention your previous interaction and include a topic or unique experience you discussed to help them remember who you are. Most importantly, attach your resume!
- Reach out to the employer and connect via LinkedIn. Make sure to send a personalized connection request and double check that your profile is up to date with a clear headshot and up-to-date job experiences or certifications.
- Set reminders to continue your follow-up and maintain the relationship. Once a month is a good rule of thumb. These messages should also be brief, but showcase your enthusiasm for the company and any potential openings in your field of interest.
- Many people still appreciate a hand-written note!

SAMPLE EMAIL

Subject: Thank you for your help at (insert networking event, interview, or conversation setting)

Dear _____,

I enjoyed speaking with you and learning more about XYZ Company at (insert setting) this past week. As we discussed, I'm very interested in sales engineering and would love to hear more about your open positions or available experiences.

I have applied to ABC position on your company's website as you suggested, and I've attached my resume here for your reference. Please let me know if I can offer any more materials or information going forward. I hope to continue our conversation in the future.

Thank you for sharing your time and knowledge with me!

Thank you,
Victor Paladin