

FOLLOWING UP WITH EMPLOYERS

FOLLOWING UP ETIQUETTE

Following up 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!
- Use Handshake to learn more about the companies you met, connect with recruiters, and view/apply for available positions.
- 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 handwritten note!

SAMPLE EMAIL

 New Message — 

To Employee@employer.com

Subject **Thank you for you help at [INSERT EVENT]!**

Dear _____,

I enjoyed speaking with you and learning more about [COMPANY NAME] at [INSERT SETTING] this past week. As we discussed, I'm very interested in advocacy and policy, and would love to hear more about your open positions or available experiences.

I have applied to the [JOB TITLE] 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

SEND        