



REGIONAL CAREER NETWORKING DAYS

MARCH 16-18 | 9 AM - 3 PM

FOR MORE DETAILS, VISIT
CAREERWAVES2PORTAL.COM





Interacting With Employers

Look up the list of employers that will be attending. Pick out a few that interest you and research them. Go to their website, check out their mission statement, and review their current job postings.

During the Regional Career Networking Days, your goal is to connect your goals, values, and company. Before signing off, get the recruiter's contact information and follow up with a thank-you email, including your resume and perhaps a request for an informational interview or ask a few questions. Even if you are exploring, it is important to keep the connection. We suggest following up with contacts quarterly – bi-annually to keep the relationship current.

Email

Online networking is critical in today's career exploration. You will likely interact with an employer via email; remember to be professional, friendly, and enthusiastic. Here is a sample email:

Mrs. Career Waves,

Thank you for taking the time to join us at the Regional Career Networking Days. I enjoyed meeting you and learning more about opportunities with *[company name]*. I am excited to continue the conversation about internship opportunities for this summer. After learning more about your company and internship program, I am confident that my studies, campus involvement, and skillsets in *[skills related to the job]* will enable me to succeed in this position.

I have attached my resume and applied for the internship position on the website, as promised during our conversation. I look forward to hearing from you.
Thank you for your time and consideration.

Sincerely,
[Full name]
[College, Area of Study]

Your Turn to Practice.



LinkedIn

LinkedIn is a great tool to utilize to network with professionals and industry experts. Here is a sample outreach message.

Hello Career Waves,

My name is *[Full Name]*. I recently saw your post on *[topic of a recent post, found in the activity section of their LinkedIn]*. I am currently studying *[subject matter]*, and I would love to have the opportunity to learn more about *[company, or the individual's work]*. Would you be willing to answer a few questions?

Thank you for your consideration.

[First name]

Your Turn to Practice.

Informational Interviews

An informational interview is a conversation in which you seek insights on a career path, an industry, a company, or general career advice from a professional. Informational interviews allow you to ask specific questions in a 1:1 environment. Before your informational interview, research the company/professional and create a list of specific questions to provide insight into your career exploration.

- How did you get to where you are today?
- What is the best advice you can give to someone thinking about the _____ industry?
- What is a typical day like for you?
- What is something you wish you knew when you entered the field?
- What makes someone successful in the _____ industry or at _____ company?



Your Turn to Practice.
