

Event Follow-up

I Attended a Career Event, Now What Should I Do?

Congratulations! You have taken the first step in the networking/internship/job search process. Here are the next steps that you need to take to turn these leads into interviews.

Make a list of all the companies/firms you spoke with and the names of the recruiters you spoke with.

Log onto LinkedIn and send a note requesting to connect with your contacts.

When the contact accepts your request, send that person a note thanking them for their time and that you enjoyed meeting them. If you are going to apply for a position with their firm or company, be sure to let them know.

Log onto Handshake. Search for the internship or job opportunities available at those companies. Check the deadline dates and create a plan for applying for each opportunity.

Create a targeted resume and cover letter for each opportunity and submit, following submission directions on Handshake, Indeed or LinkedIn.

Create an Excel spreadsheet that lists the positions you have applied for and the dates that you sent them in. This will help you follow up with your applications.

I also recommend that you copy the job descriptions for the positions you apply to and save them in a folder. You will need to refer back to them, and also to what you said in your cover letter if/when you get called for an interview. (Note: job descriptions are not saved in Handshake or any other job search platforms, so once the date has passed, you cannot go back and access the material.)

Career Team:

Kathleen Jackson, Career Advisor, kajackson@uri.edu

Lynne Finnegan, Internship/Experiential Ed. Coordinator, ltfinnegan@uri.edu

Jessica Linicus, Asst. Director/Employer Relations, jlinicus@uri.edu