

Take the following steps to ensure employers will remember you.

1. Follow application instructions as provided by the representative after the fair. Complete online applications, as requested.
2. Send a follow-up email or hard copy note to the contact you met at the fair.
3. If desired, request to connect with the representative via LinkedIn.

Please visit the Smith Career Center website for more information about Thank you notes, Networking or Interviewing, or Follow-Ups: <http://bradley.edu/offices/student/scc/students/searchprocess/>

If you need help developing application materials or locating a name of an employer contact, call 309-677-2510 to schedule a visit with one of the Career Advisors.

[Sample Thank You Notes, Electronic]

Dear Ms. Benjamin:

OPENING PARAGRAPH: Mention the Bradley University Job & Internship Fair. Thank the employer for his/her time and the information that he/she provided.

SECOND PARAGRAPH: Express interest in position highlighting your qualifications. You could elaborate on the interaction with the individual, clarify anything you feel was unclear, re-answer a question, answer an unasked (but necessary) question, etc. Use as many sentences as you feel are necessary. This is your opportunity to emphasize your strongest qualities and show how you are a good fit.

CLOSING PARAGRAPH: Provide information about additional application steps you have taken. Ask for an interview. Provide complete contact information and attach a resume (make sure resume is saved as your name in PDF format). Restate your appreciation with a different form of "thank you" in the last twelve words. State that you will follow up by phone or email and provide phone number and email.

Sincerely,
Thomas F. Green

Attachment(s) *(if any)*