Searching for a job requires time and effort, but if you're willing to persevere, you can significantly increase your chances of getting a great offer.

It’s easy to apply online through Careers4Engineers or other job boards, but that is just one way to identify opportunities.

Take advantage of events on and off campus that place you face-to-face with other professionals in your field. Career fairs, information session and conferences give you a chance to add a voice to your resume.

Learn about possible career paths and what it takes to succeed by conducting informational interviews with alumni and members of your professional organizations.

Our office provides a number of resources to help you prepare for your career:

**Handouts and Tip Sheets**
Visit our website for tips on everything from resume and cover letter writing to appropriate interview dress to responding to job offers. Paper handouts and print publications are available in our office.

**Job Search Advice**
Bring your career planning and job search questions to Engineering Career Services in 1131 Martin Hall, or set up an appointment to review your job search documents and strategy.

**Advice from other Students**
You can review the work reports of students who have completed co-op positions when you visit our office. Our website features stories of students who have interesting internships & co-ops.

**Workshops & Events**
We offer frequent career workshops in Martin Hall, focusing on different stages of the job search. See the schedule on our website and RSVP for those that fit your schedule.

Throughout the year, we host events on campus with employers, including career fairs, information sessions, resume and mock interview clinics.

**Job Listings & On-Campus Interviews**
If you are looking for employment, you should use Careers4Engineers so you can apply to positions and request interviews with employers that recruit on campus. Bring your resume in for a critique so we can activate your account.
**Academic Departments**

Academic departments often get calls about co-op, summer, and part-time engineering jobs, which they share through bulletin boards or listservs. Your professors may share job leads, too.

**University Career Center**

The University Career Center ([www.careers.umd.edu](http://www.careers.umd.edu), 301-314-7225), located in 3100 Hornbake Library, hosts information sessions and on-campus interviews with companies who may hire engineering candidates.

Undergraduate students can connect with alumni, parents, employers and community partners through Career Shuttle and Intern for a Day shadowing experiences.

The advisor dedicated to working with doctoral students plans a workshop series each fall and spring.

Keep up with the calendar of events page on the Career Center’s website to learn more about

Don’t forget to check Careers4Terps as well as your Careers4Engineers account to be aware of non-engineering positions.

**Other University Offices**

In 1131 Glenn L. Martin Hall, the Center for Minorities in Science & Engineering and the Women in Engineering Program receive announcements about all types of positions. Check their bulletin boards and newsletters for potential leads. Clark School student societies often host networking events for their members.

Graduate students should be sure to check the events calendar of The Graduate School for career workshops and networking opportunities.

The UMD campus office of Veteran Student Life provides programming for students who have served in the US military. They also receive job announcements from companies and organizations seeking to hire veterans.

If you are not sure what you want to do, or if you are struggling in your engineering classes, the Counseling Center in the Shoemaker building can help.

**Employment Offices/Agencies**

Although these resources are typically used for finding full-time opportunities, rather than a co-op/internship, you may still find them to be helpful.

**PUBLIC OFFICES**

- States and counties offer workforce development initiatives to help job seekers. Search for “Job Readiness/ Employment” in your area. Here are a few local centers:
  - Maryland’s American Job Centers: [www.dllr.state.md.us/county](http://www.dllr.state.md.us/county)
  - Maryland Community Services Locator: [www.mdcsl.org/](http://www.mdcsl.org/)
  - Baltimore County Job-Seeker Services: [www.baltimorecountymd.gov/Agencies/jobtraining/jobseeker.html](http://www.baltimorecountymd.gov/Agencies/jobtraining/jobseeker.html)

**PRIVATE AGENCIES**

There may be a fee involved for you or the employer. Many times the costs outweigh the benefits.

**TEMP AGENCIES**

These agencies can help you locate temporary or short-term placement, a great way to earn money and make contacts while doing a job search.

**PAPER PUBLICATIONS**

Directories like [Job Opportunities in Engineering and Technology](http://example.com) and [Maryland Manufacturers Directory](http://example.com) provide useful information about engineering employers that you can target to investigate job opportunities.
The Internet

Check the Careers websites of companies that interest you. Search the web for “[your major] industry news” to find publications with news about the industries that interest you. You can see links for a number of career-related websites on our job boards page. Let us know if you find others.

The Virtual Business Information Center, at http://vbic.umd.edu, connects you to databases for research on business topics. You do need to enter via the UMD research portal. If you click on “Company Information” or “Industry” you'll access databases with company profiles, industry outlook, and other data to help you direct your search.

Discussion Boards, Blogs, and Listservs

Discussion boards, forums and blogs can be good resources to learn about an industry. Be aware that the individuals posting information may not be completely reliable – always do some fact-checking. A basic internet search will turn up plenty of forums and blogs, but here are a few suggestions:

www.eng-tips.com/
www.engineersedge.com/engineering-forum/forum.php
http://sciencecareers.sciencemag.org/
https://www.livecareer.com/quintessential
· http://www.onedayonejob.com
· http://career-advice.monster.com/
· http://www.vault.com/blogs/
· http://career-advice.monster.com/
· https://www.onetonline.org

I Found A Job Listing or Employer... Now What?

Finalize your resume.
Bring it in to our office for a review.

Are you answering an advertised position?
Determine the correct method of communication with that employer.
Read the listing carefully and follow instructions for the application process.
Do you have to submit a cover letter? If so, it should be unique to the position. See our Cover Letter handout or workshop for more help. You can also have your draft critiqued by an advisor in our office.

Are you contacting employers without advertised positions?
Review the Networking section of this handout for more details on how to approach a new contact.

Prepare for the next steps in the hiring process.
Attend an Interview Tips workshop to learn how to prepare, what to expect, what to do (and not to do).
After you attend the workshop, consider setting up a mock interview for practice, or use Interview Stream to practice on your own.
Attend our Job Offers and Salary Negotiation workshop so you know what to expect and how to react if and when you get your first (or third) job offer.

The Best Kept Secret to Finding a Job: Perseverance!
Apply for multiple positions at a time. Keep a spreadsheet with data on every job you apply for, including:
· Date you mailed your resume, application deadline, etc.
· Name, email, phone number of employer contact
· Job description/advertisement
DON’T GIVE UP! Every semester we get dozens of last-minute calls from employers frantically looking for students and recent graduates. Make sure you keep your eyes open for last-minute opportunities!

And if you get the job or internship?
Let us know! See the Job Update Form on our website. International students on F-1 visas who need CPT work authorization should see our website and handouts for international students.
To paraphrase Merriam-Webster, networking is the development and fostering of personal relationships for employment or business. Building a professional network permits you to:

- Gain advice about a career field, an industry, or an organization
- Connect with more people who are doing the things you want to do
- Learn about possible job opportunities (not necessarily immediately)
- Develop mutually beneficial relationships with other professionals

Skillful networking is a planned, structured, and time-consuming campaign that usually starts with family, friends, and acquaintances, but rapidly moves onto conversations or meetings with people you don’t know, who refer you to still more people you don’t know. **Think of networking as a long-term investment in your career.**

### Expanding Your Professional Network

**Whom Do You Already Know?**

Is there someone among your family, friends, friends-of-family, neighbors, faculty, and former employers that works in an industry that interests you? You'll be surprised how word-of-mouth can help. Don’t forget your roommates and teammates – in a few years they’ll be your colleagues.

**University Sponsored Events**

Keep abreast of campus events where you can network with employers and/or alumni who are working in your field. Events such as Career Fairs, Employer Information Sessions, and Resume Clinics (where employers critique students’ resumes) will give you wonderful opportunities to expand your network.

**LinkedIn**

This valuable tool is critical in your job search since over 300 million people in over 200 countries use LinkedIn as a professional networking site. It is a more acceptable way to connect with people in the professional setting than using Facebook or other social media platforms.

Need help creating your LinkedIn account and profile? Attend a hands-on LinkedIn 101 workshop. Have a profile? Ask us to give you feedback next time you come in for a resume critique.

**Small Talk/Chance Meetings**

Never underestimate the power of “chance!” Perhaps one weekend your roommate’s cousin comes for a visit and you find out that she is a mechanical engineer working at a company that interests you. Take that “chance” opportunity to talk to this person and learn more about what her experience is like, what tips she has for a new engineer, or other information/advice. If it is difficult or inappropriate to dive into a conversation right then, ask the person if he/she would be willing to talk to you in more detail at a different time.

**Student Organizations**

Many of the engineering student professional societies have employer/job contacts. Keep your eyes open and check their website regularly. Many of these societies also sponsor field trips, invite employers to speak at their meetings, or publish resume books to be distributed to employers. If you are a member of another campus organization, seek opportunities to take on leadership roles.

**Professional Meetings & Conferences**

Whether you are presenting or not, don’t be afraid to speak up and talk to colleagues from around the world that attend conferences in your industry or academic field.

**Use Your Alumni Network**

In Fall 2017, the University of Maryland will launch a new portal for current students to connect with alumni, called Terrapins Connect.

Until the portal is launched, look for ways to meet alumni at local events (including social events!), professional meetings, and through LinkedIn.
There are thousands of professional associations – student chapters, local, national, and many international. The advantage of being part of a professional association is two-fold. You can add it to your resume, which may help people see you as seriously committed to your field. But, it also enables you to attend meetings with other people who share similar professional interests. Often, they may know someone who is desperately in need of someone just like you. Joining the national organization as well as the local campus chapter can give you access to additional resources for your career preparation. There is often a student discount to join, or to attend conferences or meetings.

Here are just a few examples of professional engineering organizations, some of which have local chapters at the University of Maryland.

**General Engineering**
- American Society of Engineers of Indian Origin (ASEI)
- American Society for Engineering Education (ASEE)
- Association of Chinese Scientists and Engineers (ACSE)
- National Society of Black Engineers (NSBE)
- National Society of Professional Engineers (NSPE)
- Society of Hispanic Professional Engineers (SHPE)
- Society of Women Engineers (SWE)

**Aerospace Engineering**
- American Institute of Aeronautics and Astronautics (AIAA)
- American Helicopter Society (AHS)
- Women in Aerospace (WIA)

**Bioengineering**
- American Society of Agricultural and Biological Engineers (ASABE)
- Biomedical Engineering Society (BMES)
- Society for Biomaterials

**Chemical Engineering**
- American Institute of Chemical Engineers (AIChE)

**Civil & Environmental Engineering**
- American Ecological Engineering Society (AEES)
- American Public Works Association (APWA)
- American Society of Civil Engineers (ASCE)
- Concrete Reinforcing Steel Institute (CRSI)
- Geological Society of America (GSA)
- Institute of Transportation Engineers (ITE)

**Electrical and Computer Engineering**
- American Association for Artificial Intelligence (AAAI)
- Association for Computing Machinery (ACM)
- Institute of Electrical and Electronics Engineers (IEEE)
- International Microelectronics and Packaging Society
- Society for Industrial and Applied Mathematics (SIAM)

**Fire Protection Engineering**
- Society of Fire Protection Engineers (SFPE)

**Materials and Nuclear Engineering**
- American Ceramic Society (ACerS)
- American Nuclear Society (ANS)
- ASM International (formerly American Society for Metals)
- Materials Research Society (MRS)
- Minerals, Metals, and Materials Society (TMS)
- Society for the Advancement of Material and Process Engineering (SAMPE)

**Mechanical Engineering**
- American Society of Heating, Refrigeration, and Air Conditioning Engineers (ASHRAE)
- American Society of Mechanical Engineers (ASME)
- Society of Automotive Engineers (SAE)

**Multidisciplinary**
- American Society of Naval Engineers (ASNE)
- Association of Iron and Steel Engineers (AIST)
- Society of American Military Engineers (SAME)
- Society of Manufacturing Engineers (SME)
- Society for Modeling and Simulation International (SCS)
Before You Reach Out to a New Contact

Know yourself.
What are your skills, interests, relevant qualifications?

Learn about possible career paths.
Internet resources, books, and “Careers in...” classes are a great start.

Determine what you would like from your new contact.
Advice on career paths or skills valued by the industry? Information about their organization? Other contacts?

Be sincere.
Networking is not just about getting help. Your interest in the person must be genuine to be effective.

Start slow.
To gain confidence, approach familiar people and less desired organizations first. But, don’t be afraid to initiate contact with people you don’t know.

Before You Meet

Practice what you want to say.
You can even record yourself. Have a script ready for voicemail and another for actually speaking to the person.

Listen to what the other person is saying.
If you don’t understand something, don’t be afraid to ask – don’t guess! Listening may also give you a chance to help out the other person – networking goes both ways.

How you speak is just as important as what you say.
Be interesting & enthusiastic!! SMILE!
Be aware of how fast or how slow you are speaking
Watch for fillers/slang (um, like, cool, ya know...)

Once You Become More Comfortable

Network anywhere/everywhere you go.
Think of everyone you meet as a networking contact, and practice your skills all the time.

Keep a well-documented record of contacts.
If you get a business card, make sure to write where and when you met the person right away. Spreadsheets, contacts lists, LinkedIn or a paper file are just a few ways to keep track of people you meet.

Be patient, and don’t give up.
Things may take a while to develop, and you will sometimes hear “no”.

Be thankful!
Sending a thank-you note to a contact is always a good practice.

Always follow up!
After meeting new people it’s important to follow up with short communications: email, a phone call, a visit (see “Maintaining the Contact” on the next page for more information).
Take notes during and after each conversation.
This will assist you in writing good follow-up letters and for your next contact with that person.
Initiating a Networking Meeting
If you have found someone you would like to speak to for career advice (through a personal reference, LinkedIn, a chance meeting, etc.), you will want to be prepared for your next phone conversation.

Describe
- who you are,
- who referred you, and
- why you are contacting this person

Be prepared to summarize your
- skills,
- qualifications,
- interests, and
- how these relate to the company

Ask for
- a meeting,
- an informational interview, or
- other ways to learn more about the field from this person

“Hello Ms. Taylor, my name is Jennifer Woodford. I was referred to you by my former co-op supervisor, Mark Richards, in the Integrated Circuit Design office at Annapolis Microsystems.
“I am calling you because I am graduating from University of Maryland next May with a Bachelor’s degree in Electrical Engineering, and I am interested in continuing my work in circuit development. Mr. Richards recommended that I speak with you about your work at the National Security Agency.”

“Along with my one-year co-op with Annapolis Microsystems where I worked on a variety of circuit development tasks including design, developing prototypes, and FPGA programming, I have tailored my studies at the University of Maryland by combining electrical engineering courses with computer science courses to better prepare me for a career in engineering. I have developed an interest in security and cryptology, and notice that it is one of the National Security Agency’s main areas of expertise.”

“I would like to set up a time to speak with you further about your organization and your experience in electrical engineering. Are you available for about 30 minutes sometime next week?”

Suggestions for Handling Tough Networking Situations
Be patient yet persistent. Things may take a while to develop, and you will sometimes hear “No.” Be prepared to respond tactfully to a less than warm reception, in case your contact says:

“Well, we’re not really hiring any computer engineers at this time.”
“I understand. However, my goal in arranging a meeting with you is not to discuss a specific job, but rather to talk to you about information and/or advice on entering the field of computer engineering. I was hoping to talk to you more about your perspective on what I can do to prepare myself for a career in computer engineering.”

“Unfortunately I really don’t have time to meet with you.”
“I understand that you are unavailable to speak with me about entering the field of biological resources engineering; can you recommend someone else in your organization that might be willing to talk with me about their experiences?”

“Why don’t you just talk to Human Resources?”
“I will be contacting them shortly. However, I am looking for an opportunity to speak with someone like you who is currently doing the work in which I am interested. That way, when I enter this field, I know where my skills and qualifications fit best.”
If a professional in a field that interests you is open to meeting with you, an informational interview is a great way to learn about possible career paths. It is not a job interview! Your goal is to learn what skills and experiences are valuable in this career, not to ask for a job or similar favor.

An informational interview is a conversation driven by you, so you should prepare questions, and bring a pen and paper to take notes. Ideally, the meeting is in person, but if that isn’t possible, you might have a phone conversation. Here are some questions to use as a model for drafting your own:

### Work Environment

- How would you describe your work environment?
- How would you describe a typical day/week/month/cycle – regular duties, projects, etc.?
- What do you like most about your job? What would you change if you could?
- What is the most rewarding part of your job? Least rewarding?
- How much flexibility are you allowed in your job (hours, vacations, dress, etc.)?
- Does the organization have a mission? If so, how does it fulfill that mission?
- How much autonomy do you have on the job?
- How are you made aware of supervisory expectations?
- What portion of your job involves interacting with others, including co-workers & clients?

### Job Requirements and Experience

- What college courses have been most helpful to you in your position?
- Is there special certification, licensing, or an advanced degree required for your job?
- What personal qualities do you see as important for success in this job?
- How much outside or overtime work is required? Nights? Weekends?
- Is much travel involved in your job? If so, how much and what type?
- What are the toughest problems you deal with?
- Are there other industries, sectors, or roles to which you think my skills and abilities would transfer readily?
- Describe a typical day/week that you experience in the role of an ________.
- How do most people enter this field?
- What type of position in this field might I reasonably target given my background?

### Advice/Leads

- If you were in charge of hiring someone to assist you in your work, what criteria would you use to make your selection?
- Are there any professional groups or associations in the field that you would recommend I join?
- Do you know of any co-op or summer opportunities that would benefit me?
- Have you heard of any events or developments in ______ (an area that matches your interests or qualifications)?
- Are there any particular companies or employers doing important work in (field/industry)?
- Can you think of anyone else I might talk to who has ________ experience or who has done a lot of ________ work?
- Of the people you know who have moved from staff jobs to management, who do you think might be most receptive to a request for a networking meeting/informational interview?
- What was the best advice you received when you started in this field?

*After your meeting, be sure to send a thank you note!*
Our campus hosts a few career fairs each year. These are a great way for you to
- make contact with multiple employers at one time,
- learn about organizations and opportunities in your field and
- hopefully be invited for an in-person interview.

If you think of the 2-3 minute exchange with an employer at a career fair as a mini job interview, you can prepare for it accordingly.

**Getting the Most Out of a Career Fair**

**What is a career fair?**
Employers set up tables with information about their companies so recruiting staff can talk to jobseekers. There are career fairs held at professional conferences, in large metropolitan areas, and on college campuses.

**When are the career fairs on campus?**
There are two campus-wide career fairs each year, one in September and one in February. Additionally, the Clark School hosts a number of discipline-specific career fairs throughout the year. You may see the dates and locations on our website.

**Which employers come to career fairs?**
Employers from a variety of industries, government agencies and contractors come to campus to seek University of Maryland talent.

For the campus-wide career fairs, you will be able to see which employers have registered on the event webpage. For engineering-specific fairs, our office will send a list of expected employers a week before the fair. Note that there are often last minute changes.

**I'm just a first year student. Should I go to a career fair?**
Yes! You can learn about companies that hire students with your major and start building a rapport with recruiters.

Some companies recruit in September for summer internships, so it’s worth a try.

**Will I get an internship or job offer at the fair?**
You might get a chance to interview for a position, if the company is hiring at the time. Attending career fairs is one way to show your interest in particular companies, but it is not the only way to get a job.

**Do I have to dress up for the career fair?**
For most career fairs, you are expected to demonstrate your professionalism by wearing business professional attire.

**How can Engineering Career Services help me prepare?**
We offer interactive Career Fair Preparation workshops before the major career fairs on campus. Check our website for upcoming dates and times.

**Read on for more tips to help you prepare for the fair!**
**Write a Resume**

Prepare a well-written, one-page resume and make multiple copies (avoid the heavy weight paper). See our resume handout for more specific guidelines.

Have your resume reviewed at Engineering Career Services at least two days before the fair.

Expect to be asked to expand on the items you have included on your resume when you speak to recruiters at the fair.

**Research Employers**

Review the list of employers planning to attend the fair.

Know specific information about those organizations. Check out their web pages and the employer files at Engineering Career Services or the University Career Center. Research information such as the organization’s mission, products/services, and recent headlines.

Have a "game plan" - make a list of employers to visit in order of importance to you. You may not be able to see them all, and one or more employers may unexpectedly not be able to attend the fair.

**Practice Your Approach**

Prepare a "30-second commercial" to use when you approach recruiters. This should include:

- Your name, major and expected date of graduation
- Career interests
- Brief description of your work experience and/or activities
- An expression of interest in the organization and their opportunities

Be prepared to continue your commercial by answering the recruiter’s questions. Example: “What type of job are you seeking?” The answer should NOT be “Anything” or “It doesn’t matter; I’m flexible.” Also, plan to tailor your commercial to each employer you approach. Note how your background and future goals fit each employer that interests you.

**Prepare What You Will Wear**

First impressions are important. Conservative, professional business attire is best. Avoid anything that will distract an employer from focusing on your qualifications, such as bright ties, strong cologne/perfume, or excessive jewelry.

You can’t go wrong with a suit with comfortable dress shoes. If you don’t own a suit, consider wearing dress pants or skirt and a long sleeve shirt or blouse. Men should wear a tie.

Make sure that the suit fits properly, is clean and pressed. Skirts should be no shorter than 2” above the knee (check it when you’re sitting down!)

Hairstyles should also be neat and professional. Avoid strong smells (no cologne or perfume, but do use soap and deodorant.)

Need to go shopping? There are a number of stores around campus where you can purchase professional clothing within a reasonable budget.

**What to Bring to the Fair**

- Your student ID card
- Resumes (many copies)
- Folder or padfolio
- Pen/Paper
- Breath mints
- Emergency toiletry kit (safety pin, comb, nail file, lint roller, etc.)
- A bag to collect company information
- A handkerchief (for sweaty palms)
- A positive attitude
GETTING THE MOST OUT OF A CAREER FAIR

When you meet an employer, smile and offer a firm handshake as you introduce yourself. Offer your resume to the recruiter rather than waiting to be asked for it. (If you are given a name tag to wear, place this strategically on your RIGHT side so as to be in line with your RIGHT hand.) Demonstrate confidence and interest.

Answering Questions

Listen carefully to recruiters’ questions before responding. Practice responses to frequently asked questions such as the examples listed below.

- In what type of position are you most interested?
- Tell me about yourself.
- What interests you about this field? Why did you choose your major?
- Why do you think you might like to work for our organization? What do you know about our organization?
- What are your career goals?
- What courses did you like best? Least? Why?
- What is your overall GPA? Do your grades accurately reflect your ability?
- Describe your computer skills/experience.
- What background and experience will you bring to our organization?

Asking Questions

At career fairs, focus more on “big picture” questions. Recruiters are often representing the company as a whole and may not know specifics. Avoid questions like, “To whom would I report?” or “Describe a typical day on the job.” Save questions like this for when you are interviewing for a specific job.

Ask questions which demonstrate you have thought about your career goals and researched the organization. Examples: “I am interested in the area of telecommunications and noticed on your web page that you have internship opportunities in your telecommunications department. Can you tell me more about the job duties of a co-op?” or "What skills are most important for your design position?” (See below for more examples.)

- What qualifications do you look for in people you hire for these positions/your organization?
- What skills are most important for the engineering co-op position available in your department?
- What type of projects do interns typically work on in your organization?
- What particular computer equipment and software do you use?
- What kind of supervising and training do interns receive?
- What percentage of interns you hire are offered full-time positions with your organization upon their graduation?
- Can you describe the hiring process at your company?
- What are your hiring plans for the coming year?
- What additional experiences would you suggest I get between now and the time I graduate?
- What do you like most about working at ________?
- How should I follow up if I’m interested in pursuing employment with ________?

Ending the Conversation

Ask for a business card or contact information. At the very least, try to get the first and last name of the company representative you met.

Inquire about the best method for following up with an organization.

Thank the recruiter for their time and indicate an interest in communicating again.

Make notes as you leave about the information you gathered, especially the follow-up plans. Do this before you approach another employer table.
GETTING THE MOST OUT OF A CAREER FAIR, CONT’D.

Additional Tips for Career Fair Success

Arrive early in the day. Be there when recruiters are fresh, alert and attentive. Be patient and anticipate crowds and lines. Try visiting the tables with fewer crowds first.

Act and speak professionally. Be sure to speak loudly and slowly enough to be easily heard and understood.

Build relationships with recruiters at local career fairs... the same ones tend to come back year after year. Don’t wait until your senior year to show up!

After the Fair

It is important to understand that your work is not done once you’ve finished speaking with a recruiter – it has just begun!

Rather than waiting to be contacted by the recruiter, make yourself stand out by being proactive. An effective way to do this is to write a thank-you letter. The letter should be written and sent within 24 hours of your meeting the recruiter.

TIPS FOR EFFECTIVE, RESPECTFUL FOLLOW-UP

Thank You Notes

When writing the note (email), refer to the date and location of the fair or event, and mention any unique or highly specific points discussed so the recruiter or new contact will remember you. Any important information discussed should be restated and emphasized in your letter. Include any information you neglected to mention.

Proofread your letter carefully. There should be no errors (misspellings or typos). Have someone else proofread it too.

Attach a .pdf copy of your resume.

Subject: University of Maryland Career Fair, September 17, 2017

Dear Mr./Ms. ______________:

Thank the employer for taking the time to meet with you at the Career Fair/ networking event. Include the name and location of the event and the date.

Mention something specific you discussed at the Career Fair (for example, an internship program you discussed or a new company project the recruiter mentioned that interested you).

Confirm your interest in the company and reiterate how your skills and qualifications match what the company is seeking.

State that you’ve enclosed your resume. Give your phone number and mention that you look forward to hearing from the employer and learning more about possible opportunities (or a specific opportunity you discussed) with the company. Thank the recruiter for their time and consideration.

Sincerely,

Your name

Maintaining the Contact

There are many ways you can keep in touch with networking contacts that you make. For instance, you can:

- Request to connect on LinkedIn.
- Send a short note about how the discussion helped you in a given situation
- Invite your contact to speak or participate in a campus event
- Notify a contact of the results of a referral (whether you got the job or not)
- Ask for additional specific advice/coaching
- Seek out your contacts at professional meetings or conferences
- Let a contact know when you get a job