

# AFTER THE FAIR

## A What Next? Checklist from the IWU Career Center

- ❑ **Send a professional thank you letter within a day or two of the fair**
  - While a formal letter is best, email is an appropriate substitute if used properly.
  - Use a formal letter format for both mail and emails; refer to the employer as Mr. or Ms. When emailing, make sure to use an appropriate email address, appropriate capitalization and do not use text abbreviations!
  - Make the thank you letter employer-specific and personal. Thank the employer for their time, include specific details about your conversation and express interest.
  
- ❑ **If requested, apply for positions online** through eRecruiting or the company's website.
  - Need assistance with eRecruiting or the application process? Make an appointment at the Hart Career Center by calling 556-3071.
  
- ❑ **Follow through** - If you tell the employer you will do something, **do it**.
  - Did they ask for an electronic version or hard copy of your resume?
  - Did you say you would contact them after applying for the position?
  - Did they give you instructions on how to apply or refer you to another contact person?
  
- ❑ **Keep in touch** – It's okay to call an employer to check on the status of your application.
  - This lets them know you are still interested and that you care about the position.
  
- ❑ **Withdraw any active applications** after accepting a position.
  - It is unethical to continue a job search after you have committed to a position.
  - If you applied to 4 internships, then accepted an offer, you **MUST** contact the other 3 employers to tell them you are withdrawing your application.
  - If you are contacted by employers after accepting an internship, please respond to their emails and phone calls – **DO NOT IGNORE THEM** simply because you have an internship.
  
- ❑ **Inform the Career Center** about your internship position.
  - Fill out an Internship Report form to let us know about your internship (see CC website).
  - To receive academic credit for the internship, you must secure a faculty supervisor, submit an Intent to Participate form and Learning Contract. Contact the Career Center for more details.

### Example of a formal thank you letter:

Tommy Titan  
123 Main St.  
Bloomington, IL 61701  
November 12, 2008

Mr. Joe Smith  
Vice President  
XZY Technology  
123 South St.  
Normal IL, 61761

Dear Mr. Smith

This paragraph should include a general thank you for discussing the position with you at the internship fair.

This paragraph should include some specific detail about a topic you discussed with them, why you are interested in the position and what skills make you a good candidate.

Follow up with a thank you and contact information.

Sincerely,

Tommy Titan

**Internships: Experience the Possibilities!**