

Following Up

It's Important to Follow Up After:

- Informational Interviews
- Job Interviews

my message warrant a response?" "Did I ask a question?" If not, mail but did ~~feel~~ the need to respond. When crafting your message nce. Don't waste their time with fluff. If you don't have anything t? Be just as thoughtful with your follow up as you were when

reference part of the conversation you had with the employer. ion. ~~Rep~~ the employer mentioned a problem the company is me. The average business professional sends over 60 emails a day; do

is to be adaptive. If you are not getting responses, change something mails at a different time. Make them shorter or longer or pick up the nion on your message and approach. Ask a mentor you trust to read feedb02ä• L/(M Äí(4

Sample:

Dear Mr. Smith,

It was a pleasure speaking with you today about a possible internship with your firm. I was especially struck by how your organization celebrates diversity and maintains such high team morale. As someone who greatly values working with others, that is refreshing to hear.

On the way home I was thinking about the predicament your company is facing in connecting with a younger clientele. Have you considered forging a social media presence? It may be just the key your firm needs to reach out to this population. If you think that solution could work, I would love to be involved in the implementation of such a project. Let me know if you want to discuss this idea further.

Again thank you for your time and