



Adventures in Networking: A Choose Your Own Career Path Thank | Network | Connect

POST CAREER FAIR

During Lecture: Word Cloud = “An Email Should Be...” with a word cloud generator such as Mentimeter. Then, ask students to participate in the fill-in-the-blanks below.

BACKGROUND: Yesterday, _____ (*date*), you attended the 2023 UAB Collat Career Fair. You looked very #CollatBusiness and #SuperBizSmart #FashionIcon in your _____ (*article of clothing*) and your _____ (*color*) _____ (*fabulous fashion description here*) blazer, which you snagged from the UAB Collat Career Closet—located inside the Collat Career Center, room _____ (*first person to find the answer gets a prize!*). Note: Date, Networking Event, Hashtags, and Career Closet information may be updated according to school.

You had the opportunity to meet with employers between your classes and during the morning and afternoon sessions. Some of the employers you met with were from Buffalo Rock, Southern Company, and Altec; however, you were especially interested to meet with the representative from _____ (*company or career path*) at the _____ (*company or career path*) table/booth.

You feel that your initial conversation with _____ (*name*) went well. Though, they did ask one particularly difficult question:

_____ (*career question*).

At the end of the conversation, you asked for his/her/their contact information, snagged a proper business card/contact information, and promised to follow up with an email before the end of the week. Now, you’ll do just that.

INSTRUCTIONS: Write an email of appreciation and networking. You should include **specific details** from your meeting/discussion, including a description of the _____ (*gift*), which was given to you at the end of your career chat. (They had plenty of these take-home-gifts at the table, but this _____ (*alternate name for gift*), was special because it was _____ (*color or distinguishing factor*)). You should also include something about your conversation regarding _____ (*hobby or activity*), which you discovered you both share an interest in. And, this is your opportunity to expand upon/offer more information regarding the career question mentioned above.

Alicia Clavell McCall
UAB Collat
11/19/23

In your email, you should also attach your resume, along with a note that you look forward to learning more about their forthcoming summer internship program in _____ (*place*), which you briefly discussed—though it has not been added to their website yet. (You have the inside scoop thanks to this networking event!)

Keep your email friendly, professional, and conversational in tone. Keep your paragraphs short, simple, and to the point. Be sure to add a complete signature block with your phone number, email address, and LinkedIn profile site. And, don't forget to add your resume attachment.

Audience: Your Future Employer

Actions: Thank, Network, Connect

Attachments: Resume; Letter of Reference

Tips—

- 1) This is an excellent place to discuss AI letters versus *personalized* notes of networking and connection. Pull up AI generated emails of thanks during class, and discuss whether the lack of specific details will result in connection.
- 2) Peer Reviews and Discussion Posts may also be incorporated into this assignment as needed.

THE PRE GAME

CHECK YOURSELF Before...You Know

Prepare for the follow-up from a potential employer. Set up your e-mail signature block, check to see if your outgoing voice mail message is appropriate, and check your social media.

Set Your Sig Block [Follow Your School's Guidelines]

- Google: Email Signature Tool Kit UAB (<https://www.uab.edu/toolkit/branding/download-branded-items/email-signature>)
- Download the RTF (Standard or Abbreviated version) and adapt as follows:

Name | Student/Major Name

UAB | The University of Alabama at Birmingham

P: 205.555.5555 | M: 205.444.4444

Pronouns: she, her, hers, he, him, his, they, them, theirs

uab.edu

Set Up Your Voice Mail

Play a game of phone a friend. With their consent, call a classmate and listen to their voicemail. (If you don't feel comfortable sharing your number, please call me!)

Check Your Social

Alicia Clavell McCall

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Make sure your social media is privatized and clear from anything you wouldn't mind an employer seeing. Have a classmate search for your name, social media, google images, etc. and report the findings.