

MIND YOUR MANNERS WITH A FOLLOW-UP EMAIL

Dear Mr./Mrs. Last Name,

Thank them for meeting you about X position at Y Company.

Mention something specific they said during the meeting about your position or the company, and say why because of that you would be a great fit/candidate for the position.

State that you **look forward to hearing from them** at whatever time they said that you can expect to hear from them, and let them know that they can reach out to you via email or phone number (make sure you include this information in your email) if they have any further questions.

Thank them again,
Your Name

Leave a lasting impression one follow-up email at a time!

Explore ● Prepare ● Engage

LAST MINUTE TIPS & TRICKS

PRACTICE YOUR ELEVATOR PITCH

Practice your Elevator Pitch with a friend or drop by The Citadel Career Center to practice it with one of our staff members

ELEVATOR PITCH & FOLLOW-UP EMAIL REVIEW AT DROP-IN HOURS

MONDAY - THURSDAY
1:00 PM - 4:00 PM

THE CITADEL
CAREER CENTER

Don't Forget to Follow Us



@citadelcareer



@citadelcareer

THE CITADEL CAREER CENTER

(843) 953 - 1617 | careercenter@citadel.edu
www.citadel.edu/root/career

573 Huger St. (Behind Capers Hall)
Corner of Hagood Avenue & Huger Street

ELEVATOR PITCH & FOLLOW-UP EMAIL

Delivering the best first impression
to a potential employer

HOURS

Drop - In Hours:

Mon - Thurs 1:00pm - 4:00pm

Fall | Spring Office Hours:

Mon - Thurs 8:30am - 5:00pm

Friday 8:30am - 4:00pm

Summer Office Hours:

Mon - Thurs 7:30am - 5:30pm

Friday Closed

PITCHIN' IT ELEVATOR STYLE

WHAT IS IT:

A short speech all about you, who you are, what you do, and what you want to do

WHEN TO USE IT:

Career Fairs, Job Expos, LinkedIn Summary, Networking Events, Job Interviews as a response to "Tell Me About Yourself" question

TIPS & TRICKS:

- 1). Keep it brief (30-60 seconds)
- 2). Be Persuasive
- 3). Share your skills/qualifications - focus on your assets that add value in a variety of situations
- 4). Practice Practice Practice
- 5). Be flexible/open-minded
- 6). Mention your goals/say what you're looking for in a job/company
- 7). Know your audience and use language that is familiar to them
- 8). Have a business card ready/give them yours & ask for theirs

**GOAL: MAKE EMPLOYER
WANT TO INVEST IN YOU!**

ELEVATOR PITCH EXAMPLE

So,
tell me about
yourself.

OH WOW!
HIRE THAT PERSON!

Hi, well, I graduated from college with a degree in communications. I worked on the college newspaper as a reporter, and eventually, as the editor of the Environmental section. I'm looking for a job that will put my skills as a journalist to work.

