

## JA CareerIgnite Follow-Up Email

Select at least one employer to follow up with after the Career Fair. Send a follow-up email to the employer's representative to further your connection (the representative is the person you met at the Career Fair). In the email, be sure to include a short reminder of yourself and where you met them, a call to action, and a thank you for their time at the Career Fair.

Answer the following questions to help plan your follow-up email.

1. What is the name of the employer you are going to contact?
2. What is the name of the employer's representative?
3. Write 2-3 sentences that will help the employer's representative remember you. They met hundreds of students in one day. What makes you stand out? Be sure to include that you met them at the Career Fair.
4. Write a 2-3 sentence call to action. A call to action can be a request for more information on a specific opportunity, a connection to another individual in their organization, asking to set up a brief phone/video call to learn more about their organization or industry, etc.
5. Write 1-2 sentences thanking them for their time at the Career Fair.
6. Now put it all together. Type your email here, then copy and paste it into an email. Be sure to include an opening greeting and a closing.