

Visit us at:
Career Fair
Xtra 2000!



Looking for Direction on How to Achieve Your Vision?

Let us help you get started!

The Office of Pre-Professional Advising is designed to assist students who hope to gain admission to professional schools.

We're here to help you:

- assemble your **credentials packet**
- meet important **application deadlines**
- prepare for **professional tests**
- coach you on how to **interview more effectively**
- help you fine-tune **writing skills** needed for admissions essays

There's More...

Also through our office, you can use a **resource room** with Internet access to **conduct research** on professional schools; **attend group workshops** designed to increase your competitiveness; and **receive our newsletter** to **stay informed** of upcoming deadlines and programs.

And It's Never too Soon to Start...

Remember, you have to contact us before we can help you. If you have any plans that include professional school after graduation, please come to our office. *Or pickup the phone and give us a call.*

Follow up is KEY... to SUCCESS!

Sandy Tomes
Program Manager
Career Center

The Career Fair is over. So now what do you do? You've made numerous contacts and have real interest in several companies. Hopefully, you acquired a business card and made notes on the back of the card regarding positions and pertinent information concerning each company. If, for some reason, you do not have a name and address for a company you want to contact, the Career Center can help! We have a list of the participating companies with the representative name and company address.

Within a day or two after the Career Fair, write to each of the companies of interest. Thank the representative for speaking with you and inquire about the next step in the application process for current and future opportunities. These opportunities may be full time jobs for seniors but could also be experiential learning experiences for freshmen, sophomores and juniors. Include a statement regarding your conversation at the Career Fair so that the representative will remember you. Be sure to mention your telephone number and email address for ease in responding to you. Keep the tone of the letter positive and upbeat.

These follow-up letters are extremely important because you now have a foot in the door after the Career Fair and you don't want the door to slam shut. Follow up letters can be emailed, faxed or mailed to your contacts. They are your tickets to an interview so treat them with tender loving care!

The Career Center Library has several resources regarding job search letters. One excellent book is 201 Dynamite Job Search Letters by Krannich and Krannich. This book and others will give you examples that will assist you in creating your own letter. The On Call counselors will be glad to review your letter and offer suggestions.

Steps to take to follow up:

- Organize your business cards, notes and company materials.
- Target the companies that truly interest you and conduct research.
- Determine if the company is participating in on campus recruiting. If they do, purchase CareerConnections so you can interview with them.
- Write thank you notes.

The Gamecock

www.gamecock.sc.edu

...we won't be silent.

↑
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FUTURE
AHEAD



The Office of
Pre-Professional Advising
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