FULTON LEADERSHIP SOCIETY

Pre-Event

- Generally research the firm that is presenting - what industry, where are they located / have offices, who are their clients, what recent projects / deals have they been involved with, have they been in the news?
- Prepare a few questions specifically for the firm based on research.
- Review contacts at the firm you have.
- Confirm the time, location and dress code of the information session.
- Organize padfolio, notebook / pen and copies of resume.

During the Event

- Take notes on the presentations and any highlights, make sure to detail who is at the event from the firm.
- Take a facesheet or business cards if available. Professionals' emails typically follow the format of firstname.lastname@company.com
- Try to network with as many professionals as possible and hear about their jobs and past. If you have attended an event by the company before, try to connect with some of the same professionals so that you remain on their radar.
- Use your prepared questions as a guide, but adapt with responses and remember that these are simply conversations that should flow naturally!

After the Event

- Send thank you emails to anyone you connected with. Further establish professional relationships by scheduling brief phone calls and asking for recommendations of who else to speak with at the firm.
- Further research the firm and any deadlines that are coming up using Eagle Link, LinkedIn, and the company website.