|  |  |
| --- | --- |
| Industry (*Finance, Bank, Healthcare, Food & Beverage, manufacturing)* |  |
| Location (*headquarters mailing address)* |  |
| Core Values *(Could be located anywhere on the website, check the “about” section)* |  |
| Recruit at UConn? *(Check HuskyCareerLink and list of previous career fair company attendees on the career center site)* |  |
| HuskyCareerLink |  |
| Recruitment Notes *(What have you learned from students, faculty, news, glassdoor.com, about what skills are needed, what recruiters are looking for, or what questions might be asked on an interview for any entry level position here)* |  |
| News on the company (*Notes on what is new to mention in cover letter, conversation or interview; Databases on library link, Mergent, Factiva etc)* |  |
| Positions of Interest/Resume Deadlines *(you may not find these but keep looking)* |  |
| Your Application *(date applied)* |  |
| Your Cover Letter *(required or not, sent to company or a contact, notes)* |  |
| LinkedIn Connections *(LinkedIn search box search for University of Connecticut, select “see alum”, see aggregate)* |  |
| Outreach *(Who will you be reaching out to through LinkedIn and/or personal connections?)* |  |
| Notes to Self *(i.e. you vs. company mission, why are you attracted to this company or industry-future interview question)* |  |

Landing the Job: Building a Network and Keeping Your Name on an Employer’s Radar

|  |  |
| --- | --- |
| Interview Date |  |
| HR Contact Information *(phone, email, career fair notes)* |  |
| Status/Follow-up Date |  |
| Thank You Letter notes  \_\_\_sent |  |
| Notes to Self |  |
| Research Done |  |
| Glassdoor.com/Salary.com |  |