



## COMMUNICATING AT THE TABLE

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- Smile, introduce yourself (Now's the time to use your 30-Second Commercial ), and offer a firm quick handshake.
- Ask questions about the company and available jobs.
- Present your resume.
- Ask for a business card while thanking the recruiter for his or her time. Reiterate interest and ask when you should follow up.

## AFTER YOUR MEETING

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- Within 24 hours of meeting the recruiter, send him or her a quick email to reiterate interest and thank them for speaking with you.

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"Thank you for taking the time to speak with me during your recent visit to Lindenwood University. I am very interested in learning more about the \_\_\_\_\_ opportunity that you are currently hiring for and I look forward to speaking with you again soon. Please do not hesitate to contact me directly at \_\_\_\_\_ (provide your cell phone number and make sure your greeting is appropriate and professional), if you have any questions or would like more information."