# THIS WEEK
Week of November 13th

## UIC ENGINEERING
### ecc.uic.edu

## CAREER CENTER
Fall 2017 – Week 12

# Applying and following up with your target employers

Wondering what to do with your list of 30-40 employers that you created after last week's issue?

Follow these steps to leverage that list efficiently:

**1)** Log on to UICcareers.com to find which companies post jobs targeted to UIC students, and apply to those that interest you and you're qualified for. UICcareers specializes in entry-level jobs and internships, so you don't have to comb through hundreds of jobs like you would on other job boards. All of your target companies will not be posting their openings on UICcareers, so be sure to check their website's career section periodically and set up job alerts.

**2)** Then, to set yourself apart from other job seekers, find recruiters to follow up with on LinkedIn. Your short message should be a *mini* cover letter (2-3 sentences) highlighting which position you're interested in **and why**. Thank them for reviewing your application. Following up increases the likelihood that your application will be reviewed.

**3)** Reach out on LinkedIn to UIC alumni who work at your target companies, or, if you can find their email addresses online through sites like ZoomInfo or Hunter.io, email them. Remember that you're not asking them to help you find a job; you're asking them for a brief conversation to discuss their company and career path, otherwise known as an informational interview. You may not get a response from the first person you reach out to; if you haven't heard back within one week, move on to another contact. **NOTE:** You can (and should) conduct informational interviews with both engineers and non-engineering alumni! Remember, UIC alumni should be considered part of your network.

**4)** If there are no UIC alumni at some of your target companies, find people on LinkedIn who have similar interests as you, and mention that in your outreach.

**5)** Research company websites and social media to discover industry events in which representatives from your target companies are attending. You should attend those events and network. Have your elevator pitch ready!

Applying is only the first step. The more steps you take after the first one, the better your results will be.

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**UIC BUSINESS**
## The Supply Chain Management & Logistics Career and Internship Fair

**Wednesday, November 15th**
**5 -7 PM | SSB Rooms A,B,C**
Bring your resume   **DETAILS**

All engineering students who have an interest in supply chain management or logistics are invited to attend.

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## EVENTS

**Resume Review/LinkedIn Photos**
Nov. 13th & 15th | 12 -2 PM
SCE Commuter Resource Center
**Event Details**

**ITA Networking Event**
Tues. Nov. 14th | 5:30 – 7:30 PM
@ Echo Global | Major: CS/CompE
**Event Details**

**Chicago Career Fair**
Thurs. Nov. 16th | 11 AM – 2 PM
Congress Plaza Hotel
**Event Details**

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### Group Resume Review
**Monday 3-4 PM | SEO 822**
**Bring a printed out resume**    **DETAILS**    **Last one this semester**

### LinkedIn Workshop
**Tuesday | 3-4PM | SEO 822**    **DETAILS**    **Last one this semester**

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## Get Career-Ready @ ecc.uic.edu
Career Advice | Upcoming Events | UICcareers.com
This Week Archives | Industry Links | CPT paperwork

### CAREER TOOLBOX
Resume | Cover Letter | Searching | Networking
Following Up | Interviewing | Negotiating Offers

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**FREE mock interview tool for UIC students**
**interview**stream

**Got a quick question for the ECC?**
Ask us right here . . .

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INTERNSHIPS • CO-OPS • JOBS
upload your resume
update your profile
**UIC CAREERS**

## Career Advice from the Experts
We have hand-selected recent articles with career development advice to help you prepare for your future career in engineering.

**Featured articles this week: Following up with employers**
- How to follow up after submitting a resume
- How following up can land you the job
- 3 tips for following up after submitting a resume

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## NOW HIRING: Featured Employers
Companies with postings on UICcareers

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