

USG CONNECTS

Preparing for Your Consultation

STUDENT GUIDE

1 Schedule a Meeting

Establish the date, time, and whether it will be in person or virtual.

Add it to your calendar and set reminders.

On time is late. Be at least 10 minutes early if virtual, 15 minutes if in person.



2 Details Are Important

Research the industry, company, and/or individual you are speaking to. Prepare a list of questions to ask based on the consultation you have scheduled.

Prepare your resume and send a copy to the consultant you are meeting with.

Dress appropriately:

Business Casual:

- Collared shirt and pants/skirt

Professional:

- Shirt, pants and tie or dress/skirt with blouse



3 Follow-Up

Thank them for their time at the end of the meeting/interview. Make sure to follow-up with an email.

**Further Questions?
Contact the Center for Career
Development**

