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## *Tips for a Successful Consultation*

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Talk directly to professionals about their experience for 30 or 60-minute conversations, where you can cover topics such as industry and employer insights or a graduate/professional school search.

### Scheduling the Consultation

- When scheduling you will propose three meeting times. If the advisor is available during one of those times, the advisor will accept and your consultation will be scheduled. If the advisor is not available, the advisor may choose to propose three additional times or they may decline the invitation. You will be notified as soon as the advisor accepts or declines.
- Write an introductory message and, if desired, upload a résumé or another form of documentation that highlights your professional and academic background.
- Respect the advisor's time commitment by planning and preparing topics of discussion. You may wish to review [sample questions](#), especially if you are new to networking or out of practice.

### Sample Message to Send Advisors

Please craft your own unique messages, but you may use this example for guidance:

Subject: Creighton University Junior Seeking Advice on Publishing Careers

*Dear Mr. Smith:*

*My name is Patricia Buckingham, and I am a junior majoring in history at Creighton University. I am extremely interested in the publishing field. I hope we can find a time within the next few weeks for a 30-minute career conversation. My résumé is attached so that you can learn more about my background. Thank you in advance for your time and have a wonderful day.*

*Sincerely,  
Billy Bluejay*

### Connecting to Your Consultation

- Both parties are sent a confirmation email that includes a list of phone numbers (users select one suited for their locale) and conference code. At the time of your consultation, you and your advisor will call in to a conference call line for the consultation.
- Once a consultation is scheduled, each individual will have an online "meeting place" where they can communicate prior to the consultation. If something comes up which does not allow you to make the scheduled consultation, you can cancel or reschedule in this meeting place.
- Upload any relevant documents that might help the advisor assist you during your consultation, such as a résumé, cover letter, job or school application, business plan, etc.

### During the Consultation

- Be prepared to briefly introduce yourself professionally. You may attach your résumé prior to the consultation for them to get to know you.
- Prior to your session think about your purpose for talking with a particular advisor. Would you like to learn more about the industry, the company, the career path, etc.?
- Respect the advisor's time commitment by planning and preparing topics of discussion. Prepare specific, intelligent, and productive questions that can guide your discussion (see [example questions](#)).
- Remember to keep the conversation professional. Do not ask personal questions or ask an advisor directly for job placement or internship assistance.
- Strive to be a receptive and active listener.

### After the Consultation

Show appreciation for the time and assistance given by the advisor by sending a follow up thank-you message. Note that unless the advisor provides his/her contact information during the call, you must communicate within the consultation page. It's best to send the message within 24 hours of the consultation.

### Sample Thank You to Send Advisors

Subject: Thank you for your guidance

*Dear Mr. Smith:*

*Thank you for taking the time to speak with me about career paths in publishing. I learned a great deal about Simon and Schuster and our conversation has increased my interest in pursuing a career in publishing.*

*I plan to take your advice and follow up with additional professionals for more information about the publishing industry. Again, thank you for all your help. I truly appreciate the assistance you provided.*

*Sincerely,  
Billy Bluejay*