

PRO BONO & LEGAL CAREERS FAIR

2019 PROGRAMME

Manchester Law School

Wednesday 2nd October 2019

12:00 – 15:00

North Atrium,
Business School



PRO BONO & LEGAL CAREERS FAIR 2019 PROGRAMME

Manchester Law School

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ABOUT THE FAIR

WHAT IS THE PRO BONO AND LEGAL CAREERS FAIR?

The fair is an annual event in the Business School Atrium where lots of employers and volunteer organisations come together for the afternoon. You can meet and talk to lots of different organisations, including law firms, chambers and legal businesses, and find out about different careers, job and volunteer opportunities.

WHY SHOULD YOU ATTEND?

You are probably thinking about a career in law and, if so, the more knowledge and experience that you can build about the wide range of potential careers the better placed you will be to find something that truly suits you.

This might be as a solicitor or barrister, but the pro bono (legal volunteering) schemes may show you other possible routes. Even if a career in law is not for you, legal volunteering or work experience will never be time wasted as the skills you could get, such as researching and time management, are transferable and will be a real asset to your CV.

WHY DO ORGANISATIONS ATTEND?

Law firms and other legal services companies that attend are scouting for talent and on the lookout for promising future applicants for training contracts, paralegal positions, vacation schemes and work experience opportunities.

They sometimes have live vacancies and may be looking for prospective candidates on the day, or if you make a particularly good impression, they may ask you to email your CV and covering letter so that they can discuss potential roles or work experience should they arise in the future.

Our pro bono partners will be recruiting law students to work on real life legal projects through our Pro Bono Network. They want to talk to you about the realities, commitment and rewards of volunteering on their projects.

TOP TIPS FROM PREPARATION TO NETWORKING

BEFORE THE FAIR

- Carefully review the list of organisations attending and do your research in advance. It is easy; just have a look at the list we've provided and check out their websites!
- Research organisations that are recruiting for the type of jobs or pro bono work you are interested in so you can ask very focused and specific questions. This impresses representatives because it shows a genuine interest in them.
- Prepare a one-minute pitch – an 'elevator speech' – that focuses on your unique features and your aims. Don't forget to introduce yourself and be ready to talk about your career interests as well as academic and extracurricular experiences to show off your skills.
- Carry out a CV "audit" to make sure you have an up to date CV that is fresh in your mind. It is important that it works hard to show-off your experience, attributes and skills. This will prompt and help you talk about your skills on the day.

ON THE DAY

- Dress appropriately. You'll make a good first impression to a potential employer if you dress smartly.
- Remember to keep your questions relevant to the type of organisation, so don't ask a barristers' chambers about training contracts, for example, as they will offer pupillages.
- Be prepared to answer questions about yourself and your course, and don't forget you are also representing the Law School and the University.
- It's a valuable opportunity to get a feel for the different types of organisations, the job vacancies that they have and the work experience that they may provide, so make sure you visit all the stands.
- Remember that networking is informal fact-finding, a conversation with a purpose, so when speaking to an employer, ask open questions and avoid closed questions. (Closed questions are questions to which the only possible answer is "Yes" or "No".)
- It also gives you the chance to ask about the skills, attributes and personal qualities that they are seeking in potential recruits to the law firm, chambers or organisation.
- Enjoy the experience and your interaction with the employers. Be enthusiastic; let your positive attitude show!

AFTER THE FAIR

- Ask for business cards and follow-up with email thank-you notes shortly after you leave the fair. If you are asked to send a CV, do this as soon as possible.
- Check for the Pro Bono Network application deadlines for those you would like to apply for.

Here are the types of questions you can ask:

- What are the skills, qualities or experience that stand out in applicants?
- What type of previous work experience do they seek?
- Do they have a formal vacation, mini-pupillage or work experience scheme, or can you send your CV & covering letter and ask for this?
- What impresses them on CVs & covering letters and what do they dislike?
- What really impresses them at interviews?
- What type of extra-curricular achievements do they like to see?
- Apart from training contracts, what other roles do they recruit into? Where and when are they advertised?
- Can paralegal work lead to training contracts?
- Do paralegals need to make an internal application for trainee solicitor positions?
- Can you enter paralegal work with an LLB or GDL? Or do you need the LPC or BPTC?
- What do they think Brexit means for their organisation and clients?
- What is the secret to keeping clients happy and client retention?
- What interesting developments have taken place in the organisation?
- Which areas of practice do they see developing and why?
- What do they see as the most significant case law or legal practice developments lately?

You can get more tips at Manchester Met's online careers guides, including guides to researching employers and networking:

mmu.ac.uk/careers/guides

You can login to the MMyou Digital is now called Online Career Centre for more careers help:

mmu.careercentre.me/Members

AT THE FAIR

BREAKOUT SESSION TIMETABLE

Speakers	Organisation	Content	Time	Location
Nick Touati	Manchester Met Careers & Employability	How to Network Effectively and Make the Most of the Pro Bono and Legal Careers Fair	11:30 – 12:00	3.05 Business School
Rosalind Burgin	Greater Manchester Law Centre	Pro Bono on the Legal Advocacy Support Project at the Greater Manchester Law Centre “Representing clients at tribunals”	13:00 – 13:15	G.33 Business School
Rose Tempowski, Rebecca Coughlin	Amicus	Fighting for Justice on Death Row: “My Amicus US Volunteer Placement”	13:25 – 13:40	G.33 Business School
Muneeba Imran	Slater & Gordon	Pro Bono with Slater & Gordon – “Researching legal issues on a Trade Union Client Advice Line”	13:50 – 14:05	G.33 Business School
Becky Newman	Personal Support Unit	Pro Bono with the Personal Support Unit – “How you can support people in the Civil and Family Courts”	14:15 – 14:30	G.33 Business School

PRO BONO ORGANISATIONS

AMICUS – www.amicus-alj.org

Amicus is a small charity that helps provide representation for those facing the death penalty in the United States. We believe the death penalty is disproportionately imposed on the most vulnerable in society, violating their right to due process and equal justice before the law. Our aims are to provide better access to justice and to raise awareness of potential abuses of defendants' rights. Amicus runs various placements and Manchester Law School has an active Amicus student group running events and lectures throughout the year.

BUSINESS LAW CAFÉ – mmu.ac.uk/probono or contact probono@mmu.ac.uk

The Business Law Café at Manchester Law School is a student-led commercial law clinic offering free legal assistance to start-ups, social enterprises and small businesses. Clients are interviewed by law students under the supervision of external lawyers from Addleshaw Goddard who generously offer their time and experience without charge, pro bono. The students and lawyers consider and research legal issues, culminating with the clients receiving written information.

CITIZENS ADVICE MANCHESTER – www.citizensadvicemanchester.org.uk

Providing advice and campaigning for positive change in a wide-range of areas including welfare benefits, housing, debt and employment. Volunteers can act as Digital Advice Coaches or Events Volunteers for clients new to the service, digital coaches and as campaign volunteers.

GREATER MANCHESTER LAW CENTRE (GMLC) – www.gmlaw.org.uk

GMLC provide free, face to face, professional legal advice and representation for residents across Greater Manchester. They offer the excellent Legal Advocacy Support Project in partnership with the Pro Bono Network at Manchester Law School. They also recruit volunteers into a friendly team working on the frontlines of their premises where you will gain an insight into the functioning of their legal services and the day to day realities of those facing legal difficulties. Volunteers can also work on campaigning and fundraising activities to fight for free access to justice and the full reinstatement of Legal Aid.

NATIONAL JUSTICE MUSEUM – www.nationaljusticemuseum.org.uk/education

National Justice Museum develops and delivers law and justice educational programmes to support and raise aspirations about the legal system along with the consequences of crime. This includes mock legal hearings at Manchester's Courts where volunteering students assist with proceedings.

PERSONAL SUPPORT UNIT (PSU) – www.thepsu.org

Based in the Manchester Civil and Family Justice Centre the PSU provides a much needed service for litigants-in-person; giving free, independent assistance to people facing proceedings without legal representation in civil and family courts and tribunals. Volunteering for the PSU will be challenging, exciting and demanding.

SLATER & GORDON LAWYERS PRO BONO ADVICE LINE –

www.slatergordon.co.uk

Slater and Gordon Lawyers provide a dedicated legal advice line where trade union members and their families can get legal assistance, 24 hours a day, 7 days a week. Advisors help with any legal issue that clients may need assistance with including in the areas of employment, family, defamation and reputation management, personal injury, clinical negligence, wills and probate and welfare advice. The firm offers Manchester Law School Students the unique opportunity to support their advice line, assisting legal advisers in a demanding but rewarding legal research role.

YOUNG CITIZENS – WWW.YOUNGCITIZENS.ORG

Young Citizens helps young people become active, engaged and motivated citizens, who are able to contribute positively to their communities. Our work ranges from immersive learning projects where people learn about the legal justice system to empowering children to take action on social issues they care about most. Our Student Workshop programmes allow young people to explore legal and political issues that impact them directly, from the climate crisis and the criminal justice system to social justice.

PROFESSIONAL & EDUCATIONAL ORGANISATIONS

MANCHESTER LAW SCHOOL – www.mmu.ac.uk/law

Manchester Law School offers professional postgraduate qualifications along with the chance to have a mentor in legal practice throughout your studies. If you are thinking of qualifying as a solicitor (LPC) or barrister (BPTC) then find about what each course entails and possible sponsorship/fees reductions for existing Manchester Met students.

MANCHESTER LAW SCHOOL PRO BONO NETWORK –

mmu.ac.uk/probono or contactprobono@mmu.ac.uk

Pro Bono means ‘for the public good’; it is more than just free legal work, it is your opportunity to apply your knowledge and professional skills to make a difference. If you are thinking of getting involved in pro bono, come and see us to sign up to apply to the Pro Bono Network to be informed of the pro bono opportunities you can get involved in as a Manchester Law School student.

MANCHESTER MET CAREERS & EMPLOYABILITY SERVICE –

mmu.ac.uk/careers

Come and see us at the fair, [drop in at the Student Hub (Business School – Monday-Friday 9-5), call on 0161 247 3483 or email careers@mmu.ac.uk. You can also make appointments with Nick Touati, the Law School specialist careers & employability consultant by contacting as above or popping into the Student Hub.

MANCHESTER LAW SCHOOL LAW SOCIETY –**mmu.ac.uk/law/study/school-life/student-law-society**

The Law Society aims to inspire and support members who aspire to work in the legal profession by providing students with opportunities to network and improve their academic abilities and knowledge of the law. They also offer students fun, enjoyment and the opportunity of making new friends and socialising with like-minded individuals.

MANCHESTER TRAINEE SOLICITORS GROUP (MTSG) – www.mtsg.org.uk

We are one of the largest and most active junior lawyers networks in the country, with over 500 members from organisations of all types and sizes throughout Greater Manchester. MTSG is an inclusive and diverse network that provides a platform for members to build contacts, attend a range of social events and partake in educational workshops which develop soft skills, all in a friendly and fun environment. Note, membership is not just for trainee solicitors – our members include paralegals, legal apprentices, students and other aspiring lawyers.

VOLUNTEERING MMU – www.theunionmmu.org/volunteering-opportunities

We are the Volunteering Service at The Union. We work with fantastic local and national charities to find you incredible volunteering opportunities. We advertise a range of different roles with diverse organisations on The Union's website, which you can apply for. Whatever your interests and skills, we can help you connect with your community and really make an impact as a volunteer.

LAW FIRMS AND LEGAL SERVICE PROVIDERS**ASPIRING SOLICITORS – www.aspiringsolicitors.co.uk**

Aspiring Solicitors was set up in autumn 2013 by Chris White while he was an associate at Norton Rose Fulbright. The primary aim of Aspiring Solicitors is to increase diversity in the legal profession. We work with law firms and legal teams to provide events, mentoring, competitions, employability assistance and access to the legal profession. Since 2014, our diverse members have been offered over 1,600+ training contracts and vacation schemes.

BCL LEGAL – www.bcllegal.com and www.bclgraduates.com

BCL Legal is the UK's leading legal recruitment consultancy because our consultants work in discipline-specific teams to fully understand your experience and how you need to move forward. Their knowledge helps fine-tune your interview performance for specific employers and organisational cultures; it helps you to know what to expect and prepare accordingly. Over 90% of lawyers who move jobs are registered with BCL, so whether you're a graduate or newly qualified, BCL's national scale and local knowledge will quickly identify the roles that match your aspirations precisely.

DAVIS BLANK FURNISS – www.dbf-law.co.uk

Medium-sized Manchester and Glossop based law firm that offers a wide range of services for both the business and private sectors. Business specific services include representation in commercial and corporate law, insolvency, employment and dispute resolution. On the private side, the firm offers advice on property, family law, personal injury and wills and probate.

EXHIBITOR INFORMATION

EXPRESS SOLICITORS – www.expressolicitors.co.uk

An award winning Top 200 UK specialist law firm with extensive experience in dealing with every aspect of Personal Injury Law including; employer's liability, road traffic accidents, serious injuries, clinical negligence, occupier's and public liability, and industrial disease. Offering a comprehensive programme of Easter Vacation, Year in Industry Placement and Graduate opportunities. Express Solicitors is a growing firm and currently has 17 trainee solicitors with a requirement for more talented individuals.

EY RIVERVIEW LAW – www.riverviewlaw.com

We provide 'Legal input. Business output' to the in-house legal, risk, contract, compliance and related functions. Via our three service lines – managed services, projects and licensed technology – we help in-house teams evolve their operating model so that the right work is done by the right people at the right price, whether the work is undertaken internally or externally. In response to customer demand we license our service delivery and workflow platform to in-house teams of all sizes. This proven technology automates processes, helps team members make better and quicker decisions and is underpinned by comprehensive reporting and dashboards.

FIELDINGS PORTER – www.fieldingsporter.co.uk

Fieldings Porter has been trading since 1871 and is a full service law firm based in Bolton and Manchester. A medium sized firm with legal aid contracts in crime, family and housing providing legal services for you, your family or your business. Fieldings Porter has established community connections and also operates a paid intern programme and offers work experience opportunities.

F-LEX – WWW.FLEX.LEGAL

We are an online platform connecting law students to law firms and general counsel for part-time and full-time paralegal positions. We are passionate about helping law students try out different areas of law and get paid work experience. #earnwhileyoulearn

GOVERNMENT LEGAL PROFESSION – www.gov.uk/glp

The work of government lawyers is interesting, varied, challenging and often headline news. Whether the government is creating new laws, helping to develop new policies, buying goods and services, employing people or defending its decisions in court, it needs significant levels of legal advice on a wide range of complex issues. The departments which typically offer legal trainee places (Training Contracts and Pupillages) are the Government Legal Department, HM Revenue and Customs, National Crime Agency and the Competition and Markets Authority. As a legal trainee within one of these recruiting departments, you will be given early responsibility. You will have your own casework and client base and will experience a broad and interesting range of work. You will be provided with high quality supervision, support and training.

HORWICH FARRELLY – www.h-f.co.uk

A specialist law firm originally established in 1969 which has grown to become one of the leading providers of legal and handling services to the UK general insurance claims sector.

LATITUDE LAW – www.latitudelaw.com

North-West based practice specialising in Immigration, Nationality & Public Law with offices in Manchester, Liverpool and London.

LPC LAW – www.lpc-law.co.uk

LPC Law seeks applications from current BPTC and LPC students to work as County Court Advocates starting summer 2020. As an advocate you will have the opportunity to represent a range of clients and work with the country's most prestigious law firms and financial institutions, attending a large variety of civil hearings, including mortgage possessions, bankruptcies, infant settlements, summary judgment applications and small claims trials. Manage your own caseload, formulate submissions, put them before District Judges in chambers and develop the legal skills you have acquired during your professional studies.

MY HOME MOVE – www.myhomemove.com

My Home Move is the leading provider of conveyancing services in the UK. As part of Simplify, the group now has 1,700 employees and is on target to complete 100,000 transactions this year. My Home Move has its own award winning Learning and Development Academy which provides a comprehensive development programme for all our employees, including Trainee Conveyancers. In addition, it is approved by the Scottish Qualifications Association to deliver the Council for Licensed Conveyancers (CLC) Level 4 Conveyancing Technician apprenticeship and Level 6 Licensed Conveyancer qualification in-house. These are professional qualifications which enable conveyancers to become Specialist Property Lawyers. My Home Move wants its people to succeed and offers unparalleled career progression alongside the following benefits: competitive salary, attractive bonus, 25 days holiday, pension, private medical insurance, dental scheme, group life assurance and group income protection.

PENINSULA – www.peninsulagrouplimited.com

Peninsula is the UK's most trusted SME advisor; providing 24/7 professional support for business across HR, employment law and health and safety.

QUEST LEGAL ADVOCATES – www.questlegaladvocates.co.uk

Quest Legal Advocates are a national advocacy agency and we pride ourselves on the personable and professional service we provide. Our self-employed advocates attend hearings, such as infant approval hearings and small claims hearings, in County Courts across England and Wales. Following completion of our bespoke one to one training, our advocates prepare and attend hearings independently with ongoing and friendly support from the Quest office team.

RALLI SOLICITORS LLP – www.ralli.co.uk

Ralli Solicitors LLP is a well-respected law firm based in Central Manchester, offering a full range of commercial legal services to businesses and individuals.

RALLI SOLICITORS LTD – www.rallisolicitors.co.uk

We are a leading personal injury law firm based in Manchester committed to securing the maximum compensation for clients injured on the road, at work, in a public place, or through medical negligence.

EXHIBITOR INFORMATION

SLATER & GORDON LAWYERS – www.slatergordon.co.uk

or follow: @slatergordonUK on Twitter

One of the UK's largest law firms with offices nationwide including Manchester. Providing legal expertise in a wide range of personal legal services including family law, personal injury, wills and probate and employment law.

THOMPSONS – www.thompsons.law.co.uk

Thompsons Solicitors have a network of offices based throughout the UK and are ranked in the Chambers Guide to the Legal Profession and in the Legal 500 as a leading firm dealing with accident compensation. Thompsons' Manchester office has a long and proud association with the trade union movement and a long-standing reputation for providing excellent client care and outstanding legal service to both trade union members and private claimants. The employment rights team acts only on behalf of claimants, and is consistently given top billing in the Legal 500 among trade union law firms.

TLT LLP – www.tltsolicitors.com

TLT LLP employs approximately 1,000 employees and has over 110 partners. 48 of TLT's partners and associates are independently recognised as experts in their legal specialism. TLT has offices in Bristol, London, Manchester, Glasgow, Edinburgh, Belfast and Piraeus.

TLT LLP is an award-winning, full service, commercial law firm which is named by The Financial Times as one of Europe's most innovative law firms. The firm is rapidly developing a national reputation for its innovative approach to delivering legal services, and for its strengths in the financial services, leisure, retail and consumer goods, technology, media and telecoms, renewables, housing and public sectors. TLT's core legal specialisms are real estate, banking and finance, commercial, corporate, employment, dispute resolution and litigation. TLT is built around the needs of clients and delivers expert legal advice efficiently and cost-effectively. TLT advises an increasing number of FTSE-listed, national and international businesses. Clients include Barclays Bank, Dyson, EDF Energy, Merlin Entertainments, Punch Taverns, the Canal & River Trust, the Mayor's Office for Policing and Crime (formerly known as the Metropolitan Police Authority) and WHSmith Plc.

WARD HADAWAY – www.wardhadaway.com

Ward Hadaway is one of the largest full service law firms in the North of England with a reputation for quality, innovation and a firmly practical approach to meeting our clients' needs. Established in 1988, the firm has enjoyed consistent and considerable growth and is among the top-ranked law firms in the UK, according to legal industry guide Chambers & Partners. We operate from offices in Newcastle, Leeds and Manchester and have a substantial client base of regional, national and international clients from the private and public sectors. We act for a number of high profile plcs, high growth companies, entrepreneurs and start-up businesses and advise a range of local authorities, NHS Trusts and Government agencies. We also offer extensive personal legal advice in areas ranging from trusts and estates to family and matrimonial issues.

BARRISTERS' CHAMBERS

9 ST JOHN ST CHAMBERS – www.9sjs.com

9 St John Street Chambers is a leading set of barristers based in Manchester. We are renowned for our high standards of advocacy and advice. With 9 silks and 86 juniors, we provide counsel of all levels of call and experience so that clients have the right barrister for the case. We have a modern and client-focussed approach to practice. We actively seek to recruit tenants from those undertaking pupillage with chambers. The ethos of chambers is to recruit excellent candidates in the fairest way possible.

DEANS COURT CHAMBERS – www.deanscourt.co.uk/

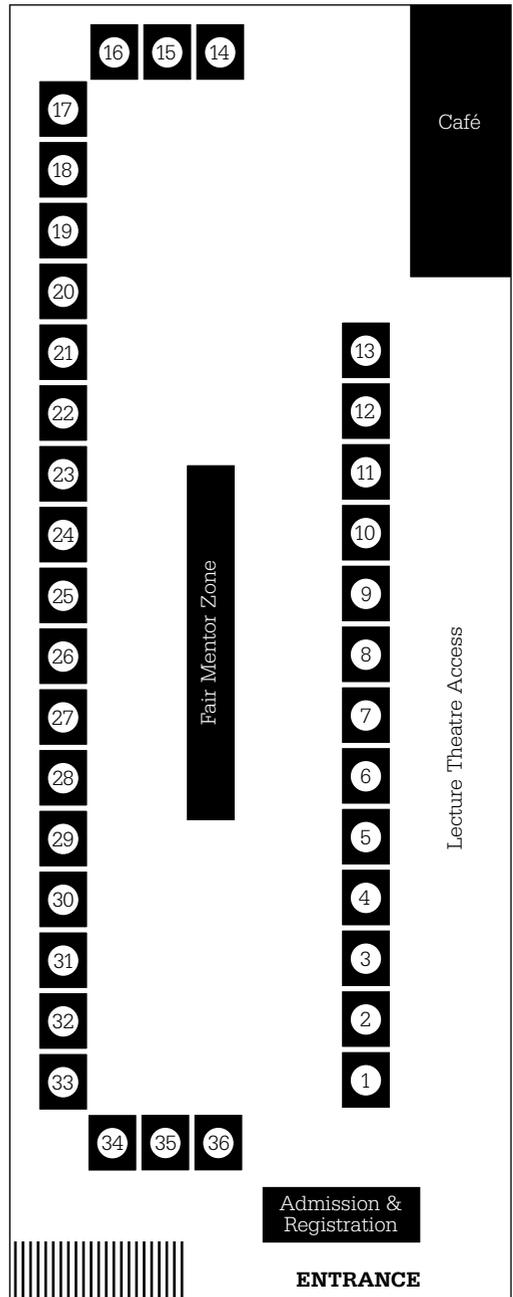
Deans Court Chambers are a Barristers' Chambers comprising 95 members including 9 Queen's Counsel. We are based in Manchester and Preston but receive instructions on a national (and international) basis. We undertake work in a broad range of specialist areas including Personal Injury and Catastrophic Injury litigation, Commercial, Crime, Family, Regulatory and Professional Discipline. We are committed to offering pupillage places and there are usually between 1-3 available each year. Most pupillages lead to the offer of a tenancy. In a highly competitive market we recognise that it is vital that Counsel add real value to those instructing. We are very proud that in the last 20 years there have been 4 High Judges and 12 Circuit Judges appointed from the ranks of Deans Court.

ST JOHN'S BUILDINGS – www.stjohnsbldings.com/join-us

One of the largest and most innovative chambers in the country, St John's Buildings forms long-term partnerships with clients by providing exceptional counsel backed by professional, reliable and consistently high quality standards of service. Based in Manchester, Liverpool, Sheffield and Chester, we service work across all practice areas throughout England and Wales. Our Values of Service Excellence, Approachability, Community, and Agility define how we behave collectively and individually, to clients and to colleagues.

MANCHESTER LAW SCHOOL PRO BONO & LEGAL CAREERS FAIR 2019

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- 9 Young Citizens
- 10 Citizens Advice Manchester
- 11 Volunteering MMU
- 12 Slater & Gordon
- 13 BCL Legal
- 14 Government Legal Profession
- 15 St Johns Buildings
- 16 Davis Blank Furniss
- 17 Quest Legal Advocates
- 18 Ralli Solicitors LLP
- 19 Latitude Law
- 20 Deans Court Chambers
- 21 Express
- 22 9 St John St Chambers
- 23 Thompsons
- 24 Horwich Farrelly
- 25 Fieldings Porter
- 26 EY Riverview Law
- 27 LPC Law
- 28 My Home Move
- 29 TLT Solicitors
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- 33 Peninsula
- 34 Aspiring Solicitors
- 35 Manchester Trainee Solicitors Group
- 36 Manchester Law School Law Society



YOUR PRO BONO NETWORK

WHY SHOULD YOU GET INVOLVED?

All employers value practical experience away from the classroom. Not only does it demonstrate your enthusiasm, it can also improve your employability prospects.

The Pro Bono Network offers a range of options for involvement to match your skills, interests and availability. You could be working on a legal advice line; representing clients at tribunal; assisting start-up businesses; accompanying people in court; or even working on death row cases in America.

Volunteering in the Pro Bono Network can help you;

- Develop practical skills and experience in real situations
- Make a difference in someone's life
- Explore different areas of law in practice
- Stand out from the crowd
- Build networks
- Prepare for a professional career
- Receive rewards and recognition
- Provide unforgettable rewarding experiences

HOW TO GET INVOLVED

The Pro Bono Network is very popular, requires commitment and there is competition for placements. For some projects, there is an additional application process to go through and we will provide further details to support these.

You may not always get your first choice every time, but we will do our best to support you to apply for suitable and available projects at each stage.

Involvement in any project is by application to the Pro Bono Network Team at Manchester Law School.

The form is available on the website: mmu.ac.uk/probono

THE COUNTDOWN STARTS RIGHT NOW

dates and times to note

Week of 23th September

Get the fair programme and research attending pro bono organisations and law firms
Prepare your 'elevator speech' and questions to ask exhibitors

Wednesday 2nd October

11:30am

Attend Advance Networking Talk
'How to Network Effectively and Make the Most of the Pro Bono & Legal Careers Fair'

Anytime between 12noon and 3pm

Visit the Pro Bono & Legal Careers Fair

13.00 – 13.15pm

Attend **Greater Manchester Law Centre** Breakout Session
Representing Clients at Tribunals

13.25 – 13.40pm

Attend **Amicus** Breakout Session
Fighting For Justice on Death Row

13.50 – 14.05pm

Attend **Slater & Gordon** Breakout Session
Researching Legal Issues on A Live Advice Line

14.15 – 14:30pm

Attend **Personal Support** Unit Breakout Session
How You Can Support People in the Civil and Family Courts

Complete the short Fair Evaluation with our Student Ambassadors
before you leave

Week of 7th October

Follow up contacts with a thank-you email and e-mail a copy of your CV
if you have been requested to do so.