

---

## Career Fair Preparation Checklist

*(Print & Use)*

---

### 2 WEEKS BEFORE THE CAREER FAIR

- ☐ Find the official list of attending companies
  - ☐ Shortlist **10–15 target employers** based on your major and interests
  - ☐ Visit each company's website and careers page
  - ☐ Note:
    - Roles they are hiring for
    - Required skills or tools
    - Recent projects, news, or expansions
  - ☐ Identify **2–3 company-specific questions** for each target employer
  - ☐ Update your resume to match the roles you are targeting
  - ☐ Ask a mentor or career advisor to review your resume
- 

### 1 WEEK BEFORE THE CAREER FAIR

- ☐ Finalize your **30–45 second elevator pitch**
  - ☐ Practice your pitch out loud (at least 5 times)
  - ☐ Prepare examples of:
    - Projects
    - Internships
    - Coursework relevant to your field
  - ☐ Decide your professional outfit
  - ☐ Ensure shoes, clothes, and grooming are appropriate
  - ☐ Prepare a simple portfolio or work samples (if applicable)
- 

### 1 DAY BEFORE THE CAREER FAIR

- ☐ Print **20–30 copies of your resume** on clean paper
- ☐ Place resumes in a folder or padfolio
- ☐ Prepare:

- Notepad
- Pen
- Portfolio / tablet (if needed)

- ☐ Write your **priority company list** in order
  - ☐ Plan which booths to visit first
  - ☐ Get a good night's sleep
- 

### **DURING THE CAREER FAIR**

- ☐ Arrive calm, confident, and well-dressed
  - ☐ Make eye contact, smile, and offer a firm handshake
  - ☐ Deliver your elevator pitch clearly
  - ☐ Ask **one prepared, company-specific question**
  - ☐ Listen actively and respond thoughtfully
  - ☐ Take brief notes:
    - Recruiter name
    - Role discussed
    - Next steps mentioned
  - ☐ Ask politely:
    - “What is the next step in your hiring process?”
    - “May I follow up with you after the fair?”
  - ☐ Thank the recruiter before leaving the booth
- 

### **AFTER THE CAREER FAIR (WITHIN 24–48 HOURS)**

- ☐ Review your notes from each conversation
- ☐ Send **personalized follow-up emails**
- ☐ Mention:
  - Where you met
  - A specific topic discussed
  - Your continued interest

- ☐ Attach your resume (even if you gave a printed copy)
  - ☐ Connect with recruiters on LinkedIn with a short message
  - ☐ Apply online for roles and reference the career fair conversation
- 

### **QUICK REMINDERS**

- ✓ Preparation matters more than confidence
  - ✓ Quality conversations beat quantity
  - ✓ Recruiters remember students who follow up
  - ✓ Career fairs reward strategy, not luck
- 

