
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

