



JOB FAIR PREP CHECKLIST

BEFORE THE FAIR

- Know who will be attending to determine who to talk to. Research company website and prepare questions
- Practice and develop your elevator pitch. Determine what skills and experiences to highlight to present yourself as a good candidate.
- Review your resume and ensure it is tailored to each employer you wish to connect with
- Assemble your outfit the day before
- Prepare a padfolio that contains pens, tailored resumes, and questions for employers

DURING THE FAIR

- Greet recruiters with a firm handshake and a smile
- Write down information the recruiter tells you or the answers to the questions you have
- Speak clearly and confidently
- Ask for a business card or contact information

AFTER THE FAIR

- Send a thank you note via email and attach your resume and reiterate your interest in the company
- Add the recruiter as a connection on LinkedIn. When doing so, mention something you found interesting from your conversation or ask a question
- Keep track of who you have been in contact with and where you are at in the application process