



Career Fair Checklist

Career fairs can be intimidating but they are a great way to have face time with employers and practice your networking skills. Here are some tips on how to prepare, how to stand out, and how to follow-up!

Pre-Fair

- ☐ Register for the fair on Handshake and add to your calendar
- ☐ Have your resume reviewed by our office
- ☐ Practice your elevator pitch
- ☐ Plan your outfit - professional attire is recommended (if you don't have attire, visit Purple Threads)
- ☐ Review employers who are attending the fair on Handshake and identify those tables you want to visit

During the Fair

- ☐ Bring your phone to scan QR codes
- ☐ Have copies of your resume handy to give to employers
- ☐ Collect business cards and/or ask to connect on LinkedIn
- ☐ Smile! We will have professional headshots available for your LinkedIn profile

Post Fair

- ☐ Send thank you messages to employers you connected with, mention something from your conversation or reiterate why you'd be a good fit
- ☐ Apply for opportunities