Career Fair Checklist

☐ Have a well written resume
  __ Check out Optimal Resume https://www.optimalresume.com/
  __ Attend a resume clinic or make an appointment with a career counselor
  __ Find a proofreader

☐ Create an introduction
  __ Include major, focus and aspirations
  __ Make it positive, accurate and authentic
  __ Practice until it feels natural

☐ Research participating companies and explore career options
  __ Go to Career Services website or Viking CareerLink for a list
  __ Research companies to determine why you are a good fit
  __ Pay attention to details: mission statement, employee testimonials, etc.
  __ Look for something that resonates with you
  __ Keep an open mind

☐ Plan ahead
  __ Allow enough time
  __ Prioritize top contacts and map out a plan according to those priorities
  __ Practice a firm handshake (Yes, this matters!)

☐ Gather materials
  __ Lots of resumes
  __ Portfolio to organize paperwork, both outgoing and incoming
  __ Notebook and pen for taking notes

☐ Dress professionally
  __ Make sure clothes are clean and wrinkle free
  __ Cover cleavage, body art and piercings
  __ Wear shoes that are comfortable and in good shape
  __ Avoid strong fragrance
  __ Choose modest accessories
  __ Keep the focus on your skills and accomplishments

☐ Set yourself apart
  __ Resist meeting up with friends
  __ Turn off your phone
  __ Focus on your potential value to the organization

☐ Network and engage
  __ Make two way connections (Talk and Listen)
  __ Maintain eye contact
  __ Ask questions and take notes
  __ Respect time and boundaries (Don’t linger too long)

☐ Follow up
  __ Write thank you notes (A timely and professional email works also)
  __ Strategic follow up where appropriate (LinkedIn, email, phone call, etc.)