

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.)