

# Career Fair Checklist

## Before the Fair

- **Start With Yourself:** Consider your strengths and skills that may be relevant to areas of work you are interested in.
- **Research Who Is Coming:** Find the list of expected attending organizations in our [Exhibitor Guide](#) and prioritize who you wish to speak to. Use that list to research your target organizations.
- **Update Your Resume:** Review your current resume to ensure that it includes the best combination of education (courses completed, courses currently being taken) and experience (paid and unpaid) for fields you are interested in pursuing.

## During the Fair

- **Dress Professionally:** Wear appropriate attire to make a positive impression.
- **Bring Your Resume:** Print several copies of your resume or prepare a QR code on your phone for employers to easily scan. Ensure your LinkedIn profile is updated for additional reference.
- **Prepare Your Introduction and Questions:** Have your self-introduction ready, along with questions for employers.
- **Review the Exhibitor Guide:** Review the exhibitor guide to identify and prioritize the employers you wish to meet.
- **Engage Strategically:** Balance your interactions by making meaningful connections without monopolizing an employer's time. It is recommended to avoid simply handing out your resume; try engaging in conversation and using active listening skills to leave a lasting impression.
- **Prepare to Take Notes:** Note names and key characteristics of individuals you meet to help you remember your new connections.
- **Follow Up:** After your conversations, send personalized follow-up messages or emails to maintain connections.

## After the Fair

- **List Names and Conversations:** Make a list of the names of employers you spoke with and record key details from these conversations.
- **Plan Follow-Up Actions:** We encourage you to send personalized follow-up emails to express gratitude to support your new connections.
- **Update Resume and LinkedIn:** Incorporate any new insights or information gained into your resume and LinkedIn.