

## CAREER FAIR CHECKLIST

### Be Prepared and Make the Most of the Career Fair Experience

- + **Update or put together your resume.** Work with the NEIU career office to locate assistance on designing a winning resume. Once your resume is employer-ready, make plenty of copies (*enough for the employers on your target list plus at least 10 extra copies*).
- + **Update your LinkedIn profile.** Follow guidelines for how to develop an impactful profile. Follow an expert such as **Lisa Rangel** on LinkedIn. She offers free webinars on making the most of your profile. Be certain to include your LinkedIn address on your resume.
- + **Research the employers on your targeted list.** Know their primary products/functions. Understand the industry. Be able to state why you want to work for them. Develop your strategy to meet priority employers.
- + **Be able to clearly identify your goal for attending the career fair.** Are you looking for an internship or job? Are you looking to explore different career options or hoping to network? You should include your goal in your 30-second introduction.
- + **Prepare your 30-second introduction.** Practice telling your career goal and strengths in 30 seconds or less. Convey your knowledge of the company and express your interest in them.
- + **Practice your handshake.** A firm, confident handshake makes a great first impression.
- + **Put together your career fair “look.”** Professional dress is recommended.
- + **Research which employers are attending the fair and create a prioritized list of employers you are interested in talking to.**
- + **Develop 2-3 specific, informed questions for target employers**
- + **Use a notepad to write down notes and questions.** Make a list of key points from your employer research along with the questions you intend to ask. Make sure you have a pen to jot down additional notes at the fair.

### Basic Job Fair Etiquette

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| <ul style="list-style-type: none"><li>• <b>Arrive Early</b></li><li>• <b>Turn off your phone</b></li><li>• <b>Approach employers confidently-stay calm</b></li><li>• <b>Carry a portfolio with resumes and a notepad</b></li><li>• <b>Be sure to have a pen</b></li></ul> | <ul style="list-style-type: none"><li>• <b>Jot down any meeting notes</b></li><li>• <b>Ask for a business card</b></li><li>• <b>Clarify next steps</b></li><li>• <b>Write a personalized thank you</b></li><li>• <b>Follow up with recruiters</b></li></ul> |
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For Career Events: [Student Counseling and Career Services](#) . NEIU: B-119 . (773)442-4650