

Career Fair Checklist

- ❑ Research the employers attending the fair.
- ❑ Make a list of employers that you want to see.
- ❑ Dress professionally.
- ❑ Bring copies of your resume, a pen, and a hard cover portfolio to store business cards and to use as a writing surface if needed.
- ❑ Smile and make eye contact when you approach the recruiter.
- ❑ Introduce yourself and shake hands.
- ❑ Explain your field and the type of job you are seeking.
- ❑ Give the recruiter your resume.
- ❑ Ask about the types of positions the company is looking to fill.
- ❑ Be prepared to discuss communication strategies.
- ❑ Ask for a business card.
- ❑ Thank the recruiter for his/her time.
- ❑ Make notes after speaking to each employer.
- ❑ Follow up by calling or sending a letter within 7-10 days.
- ❑ Keep a record of all contacts with employers.

