Career Fair Checklist
The best time to prepare for your future is ... now!

▼ Before the Career Fair
- UPLOAD RESUME IN HANDSHAKE
- Research companies on the Fairs App
- Select which date or dates you will attend the fair
- Create a list of target employers and prioritize who you plan to visit and where they are located
- Write and practice an “elevator pitch”
- Rehearse responses to standard questions (Tell me about yourself. Why do you want to work here?)
- Determine professional attire
- Prepare items to take to the fair:
  - Portfolio and your company research notes
  - Copies of your resume

▼ Day of the Fair
- If a line is too long, move on and come back
- Review your notes before you approach employers
- Take notes and ask for business cards
- Take breaks so you look and feel your best

▼ After the Fair
- Write thank you emails within 24 hours
- Keep records of company contacts, including contact information, emails, and submitted applications