



## EVENT TODAY!!!

**WHAT:** Brief, 15-minute workshop on “working the room” at a career fair and networking provided by Campus Philly.

**WHEN:** 1pm, 2pm, or 3pm

**WHERE:** Hall of Fame Room (2nd floor; indoor track level)

# career checklist:



**to help you make the most of your time at a jobs and internship fair, follow these simple steps to success!**

## leading up to the event:

- Make a list of the companies you want to meet and prioritize them.
- Research the companies. Find related news articles, social media accounts and more.
- Dress professionally and to impress.
- Bring business cards if you have them. Or stop by the Campus Philly table to pick up some blank ones!
- Print copies of your resume.
- Practice a brief, 30-second introduction of yourself.
- Prepare 5-10 questions to ask employers, specific to their company.

## at the event:

- Greet each employer with eye contact, a handshake and a smile.
- Make sure to mention what you’ve learned about the company when you did your research.
- Practice active listening so your conversation is authentic.
- Collect/exchange business cards with everyone you meet.
- Make notes on the back of people’s business cards or in a clean notebook so you can remember what you talked to them about.

## after the event:

- Send individualized emails to everyone you met to thank them for taking the time to speak with you.
- Add the people you met on LinkedIn, but not on Facebook.
- Continue to search for openings with the company.
- Make sure to reference meeting them at the event when you apply.