CAREER FAIR CHECK LIST

BEFORE THE CAREER FAIR!!!

1) Upload updated resume to https://www.cco.purdue.edu/Students/ResumesAndCVs#myCCO.
2) Freshmen may use high school information and GPA. Sophomores – Seniors use Purdue information and GPA.
3) Research ten companies to focus on at the Career Fair. Use worksheet from the Career Fair booklet as a template.
4) RSVP to the AG Career Fair (on “Look Who’s Coming!” link). Choose ten companies to be notified of your interest and allow them to preview your resume.
5) Map out your game plan of companies to visit! Use the Career Fair booklet for maps, or download the map app from CCO to have on your phone.
6) Practice your 30 second elevator pitch. Who are you? What are your unique qualities? What are you interested in doing in a position?
7) Print out 20 – 25 resumes to take to the Career Fair.

AT THE CAREER FAIR!!!

1) BE PROFESSIONAL.
2) Meet and interact with recruiters.
3) Be confident.
4) Ask questions.
5) Ask the recruiter for a business card.
6) Offer the recruiter your resume.

AFTER THE CAREER FAIR!!!

1) Send thank you emails to recruiters for taking the time to talk to you.
2) If an interview is set, obtain the interviewer’s phone number. Be there on time. Dress for success. If an emergency comes up, contact the interviewer prior to the appointment.
3) After interview, send a thank you note. This goes a long way!!!
4) If no interview is set, follow-up with the company by email or phone to express your interest in the company and their positions.
5) Follow-up in one to two weeks to check on status of position.
6) Keep repeating until you land the job or internship you are seeking!!!