

## **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.
- 8) Dress for success!!! Gentlemen – suit, nice shirt, and tie. Ladies – pant suit or skirt and nice blouse. Polished shoes. Make sure your clothes fit. Not too tight. Not too baggy!

### **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!!!