

# ACE THE CAREER FAIR

## WORKSHEET

Use the worksheet below to plan for your next Career Fair

### 1-2 MONTHS PRIOR TO CAREER FAIR

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<input type="checkbox"/>	Dates/Location of Career Fair		
<input type="checkbox"/>	Career services website		
<input type="checkbox"/>	Prepare Resume		
<input type="checkbox"/>	Prepare LinkedIn Profile. ( <a href="#">Watch LinkedIn for College Students Video</a> )		
<input type="checkbox"/>	List 5-10 companies attending the career fair you want to meet		
<input type="checkbox"/>	List alumni who work at these companies and dates you will speak with them for an Informational Call		
	Name	Title/Company	Date
<input type="checkbox"/>	Shop for professional attire		

# 1-2 WEEKS PRIOR TO CAREER FAIR

<input type="checkbox"/>	<b>List Dates and Times you are Attending</b>	
<input type="checkbox"/>	<b>Review Company List – Prioritize Top 5</b>	
	1.	
	2.	
	3.	
	4.	
	5.	
<input type="checkbox"/>	<b>Contact Recruiters – Send email to state intention of meeting them</b>	
<input type="checkbox"/>	<b>Research Each Company – Provide the following info for each</b>	
	<b>Company/CEO</b>	<b>Stock Price/News</b>
	<b>Interesting Info</b>	
<input type="checkbox"/>	<b>Prepare Portfolio with Resume/Pen/Paper/Business Card</b>	

## ELEVATOR PITCH

Hello, my name is \_\_\_\_\_ and I am completing a \_\_\_\_\_ degree in \_\_\_\_\_ at \_\_\_\_\_ University with a minor in \_\_\_\_\_. I am interested in a career in (or position as a) \_\_\_\_\_ in the \_\_\_\_\_ field (industry). I have been involved/ worked at (during college or at internship) in \_\_\_\_\_. And developed skills in \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_. I am looking to leverage these skills in an organization like yours. I am interested in your company because \_\_\_\_\_ or I recently read about this at your company, can you tell me more about it?

## DAY OF CAREER FAIR

<input type="checkbox"/>	Professional Dress/ Arrive Early
<input type="checkbox"/>	Prioritize top 3 Companies to Visit
	1.
	2.
	3.
<input type="checkbox"/>	Smile
<input type="checkbox"/>	Elevator Pitch
<input type="checkbox"/>	Get Recruiter Info/ Business Card

## WITHIN 24 HOURS AFTER THE CAREER FAIR

<input type="checkbox"/>	Send Thank You Notes
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## Thank You Letter Sample

Dear \_\_\_\_\_,

Thank you for speaking with me at **FAIR/INTERVIEW**, I really appreciate it. I would like to reiterate my interest in **COMPANY**, because of your focus on **X** and how you do **YY** in the market. Additionally, when I talked to you I was really impressed about the culture of **COMPANY**, because **EXAMPLE**. I believe that my skills in **CORE SKILL THAT CORRELATES WITH JOB** and work discipline will go a long way towards **COMPANY** reaching **GOAL**. I am confident that I can add value to your organization. I hope you take me into consideration when filling **JOB OPPORTUNITY**. Thank you again for taking the time to speak to me. I will contact you next week to follow up.

Sincerely,

### LAST MINUTE TIPS:

1. Relax and Smile
2. DO NOT use your mobile device (even while waiting on line)
3. Shake hands and make eye contact
4. Always write a thank you note (within 24 hours)

Contact us at [info@nextgreatstep.com](mailto:info@nextgreatstep.com).

We would love to hear your success stories.