



VIRTUAL CAREER FAIR PLANNING WORKSHEET

BEFORE VIRTUAL CAREER FAIR

Dates /Times/Link address of virtual career fair		
Register for event and request meetings		
List 10 companies attending the career fair you want to meet	1.	6.
	2.	7.
	3.	8.
	4.	9.
	5.	10.
Update Resume/LinkedIn Profile		
Prepare Elevator Pitch (see below)		
Identify alumni or contacts who work at these companies. Reach out to learn more about the company.		

RESEARCH THE COMPANIES

Prioritize Top 5 companies. Research each company – provide the following info for each			
Company Name	CEO Name/Stock price	Company Mission/ Current News	Why you want to work there
Prepare questions to ask company			



PREPARE YOUR ELEVATOR PITCH

Hello, my name is _____ and I am completing a _____ degree in _____ at xxx 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?

AT THE VIRTUAL CAREER FAIR

1. DRESS PROFESSIONALLY – Arrive Early Online
2. SIT IN A QUIET SPACE - with a clean background
3. SILENCE MOBILE DEVICE
4. RELAX, SMILE – Have fun. Bring the Energy!
5. LOOK AT THE CAMERA – not at yourself on the screen.
6. TAKE NOTES – Write down recruiter info
7. SEND THANK YOU NOTE – Within 24 hours

CONTACT US

[SCHEDULE COMPLIMENTARY CONSULTATION HERE](#)

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