

All Majors Career Fair – Prep Checklist

Bring a padfolio, multiple resumes, and a positive attitude. Use this checklist before, during, and after the fair.

Before the Fair

- Download the **Career Fair Plus App** for attending employers for each day and a map
- Research attending employers; pick your top 5-10
- Attend a Career Fair Prep workshop- See CareerBuzz for details
- Prepare a 30–60 second elevator pitch
- Choose professional attire and visit the Campus Closet if needed
- Plan logistics: location, time, route, and materials

During the Fair

- No bags allowed; bag drop available upstairs
- check in with your Buzzcard
- Lead with your elevator pitch; be confident, concise, and conversational
- Ask thoughtful questions about roles, culture, and timelines
- Collect recruiter names, emails, or business cards.
- Take brief notes after each conversation.

After the Fair

- Send personalized thank-you emails within 24–48 hours
- Apply to discussed roles and reference the fair conversation
- Connect on LinkedIn and include a short recap
- Reflect: what went well and what to improve next time

Quick Tips

- A quiet room will be available upstairs in the Cabbage Town Room
- Wear comfortable shoes
- No printer is available on site
- Eat breakfast and bring water

