

CAREER FAIR PREP CHECKLIST

Let's get you
prepared and
confident
for your next
career fair!

1-3 weeks before

☐ Register via Handshake

Log-in to Handshake, click *Events* and select the *Career Fair filter* to find your fair. Then click *Register*.

☐ Set up a Career Coaching Appointment

Practice presenting yourself, going over your resume, and doing further research with the guidance of a Career Coach. Set up an appointment at careers.utah.edu.

1 week before

☐ Update Resume & LinkedIn Page

Get your resume written, reviewed or updated by someone at U Career Success through peer or career coaching. You can also send your resume to resumereviews@careers.utah.edu. Polish your LinkedIn page with a free headshot photo by setting up an appointment through our website.

☐ Research Companies Attending the Fair

Visit the Handshake event page for the Career Fair. Research and identify 2-5 employers you may want to talk to. Familiarize yourself with their job postings, check out their website and social media content.

1 week to a few days before

☐ Prepare How You Will Present Yourself

Identify your strengths and skills by reflecting on class projects, jobs or volunteer experiences. Then craft a short elevator pitch showcasing your strengths using these experiences and how they relate to your future interests. Finally, create a list of questions to ask each employer based on your research. Make sure you bring your list to the fair!