EXPO PREPARATION CHECKLIST

Before

☐ **Have a well-written resume**
  _ Review CCD resources at https://ccd.rice.edu/guides/
  _ Attend OWL Mentor Drop-in Hours or Resumania
  _ Find a proofreader (ex. a Peer Career Advisor, a professor, a mentor)

☐ **Research participating companies & explore career options**
  _ Go to RICElink for a list under the Events tab
  _ Research companies to determine why you are a good fit (utilize Vault under the CCD tab on OWL-Space)
  _ Pay attention to details: mission statement, employee testimonials, etc.
  _ Look for something that resonates with you
  _ Keep an open mind

☐ **Plan Ahead**
  _ Allow enough time to talk to the companies that interest you most
  _ Make a list of top contacts and map out a plan according to those priorities
  _ Practice a firm handshake (yes, this matters!)
  _ Generate a short list of questions for each company based on your research

☐ **Dress Professionally**
  _ Dress in Business Casual or Business Professional
  _ Appear fresh by showering the morning of
  _ Make sure clothes are clean and wrinkle free
  _ Wear shoes that are comfortable and in good shape
  _ Avoid strong fragrances
  _ Choose modest accessories
  _ Keep the focus on your skills and accomplishments

☐ **Gather Materials**
  _ Several copies of your resume
  _ Portfolio or nice folder to organize paperwork, both outgoing and incoming
  _ Notebook and pen for taking notes

☐ **Create an introduction (elevator pitch/30 second commercial)**
  _ Include major, focus and aspirations
  _ Make it positive, accurate and authentic
  _ Practice until it feels natural

☐ **Follow up**
  _ Send thank you notes or emails within 24-48 hours after the Expo
  _ Follow-up strategically where appropriate (LinkedIn, email, phone call, etc.)

For additional resources, check out:
https://ccd.rice.edu/students/resources/

During

☐ **Network & Engage**
  _ Make two way connections (talk and listen)
  _ Maintain eye contact (smile!)
  _ Ask insightful questions and take notes
  _ Respect time and boundaries (don’t linger too long)
  _ Collect business cards & keep track of who you are meeting

☐ **Set yourself apart**
  _ Resist meeting up with friends
  _ Turn off your phone
  _ Focus on your potential value to the organization
  _ Avoid taking too many “freebies”

After