EXPO PREPARATION CHECKLIST

For additional resources, check out: https://ccd.rice.edu/students/career-resources/guides-presentations

Have a well-written resume
  _ Review CCD resources
  _ Attend counseling appointments, Resume Labs, Drop-in Hours, or Resumayhem
  _ Find a proofreader (ex. a Peer Career Advisor)

Dress professionally
  _ Dress in business casual or business professional
  _ 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!

Research participating companies & explore career options
  _ Go to Handshake for a list under the Events tab
  _ Research companies to determine why you are a good fit (utilize tools like FirstHand under the "Resources" tab in Handshake)
  _ Pay attention to details: mission statement, employee testimonials, etc.
  _ Look for something that resonates with you
  _ Keep an open mind

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

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

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

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”

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.)