



# EXPO PREPARATION CHECKLIST

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

BEFORE

## **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.)

DURING

AFTER