

EXPO PREPARATION CHECKLIST

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)

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

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

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!

Gather Materials

- __ A couple 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

For additional resources, check out:

<https://ccd.rice.edu/students/career-resources/guides-presentations>

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

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.)

