



Career & Networking Events

Career fairs and networking events are great opportunities to meet employers, explore careers and build professional connections. You may not get a job offer at the event, but you can make connections that lead to future opportunities.

Before the Event

- Research employers. Review the employer list, visit their websites and identify the organizations you want to meet.
- Set your goals. Decide what you want to learn, who you want to meet and what opportunities interest you.
- Prepare your introduction. Practice a 30-second introduction that includes your name, major or area of interest, skills and career goals.
- Update your LinkedIn profile. Make sure it's complete and professional.
- Dress professionally. Choose professional or business-casual attire based on the type of event. When in doubt, ask Career Marketplace.
- Bring what you need, including your resume if the event is focused on hiring and a pen and folder for notes and materials.

At the Event

- Introduce yourself. Smile, make eye contact and use your elevator pitch.
- Ask thoughtful questions. Use what you learned in your research to start meaningful conversations.
- Listen and take notes. Write down key details about the people you meet and your conversations.
- Network beyond your major. An employer may have opportunities you haven't considered.
- Join conversations professionally. Wait for a natural opening before joining a group.
- Collect contact information. Ask for a business card or connect on LinkedIn.
- Be professional. Avoid alcohol at networking events, even when it is available.

After the Event

- Follow up within a few days. Send a brief thank-you email or LinkedIn message.
- Take the next step. Apply for positions, attend employer events or connect with other professionals you were referred to.
- Keep networking. Stay in touch with valuable contacts and look for your next opportunity to connect.

Remember

Your goal is to make a connection, not just collect business cards.
Be prepared, be curious and be yourself.



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