

# Career Services Checklist: Career Expo Checklist



## **BEFORE:**

- Prepare a resume and have it critiqued at the Career Center.
- Research the companies that are coming to Career Expo using the Career Center website ([career.truman.edu](http://career.truman.edu)).
- Think about your goals, skills, and strengths – what you have to offer a potential employer.
- Practice introducing yourself.
- Dress professionally; suit and tie for men, suit for women. Conserve colors are recommended, as are appropriate skirt lengths.

## **HOW TO INTRODUCE YOURSELF:**

- If you have a highly marketable degree, such as nursing or accounting: “Hi, my name is Mark Johnson, and I’m graduating in May with a degree in nursing.”
- If you know what type of position you are looking for: “Hi, my name is Jennifer Davis, and I’m interested in a position in public relations.”
- If you have a broad-based degree and aren’t sure what opportunities might be available to you: “Hi, my name is Brad Jones, and I’m looking for a position where I can utilize my desktop publishing and customer service experience.”

## **DURING:**

- Remember that first impressions count! Begin and end each employer contact with a smile and a firm handshake.
- Be willing to approach companies that you know nothing about. Some of the best opportunities are with relatively unknown organizations.
- Introduce yourself. Share information about yourself that will make you stand out in the employer’s mind.
- Bring several copies of your resume to distribute. If the recruiter is not looking for your major, ask him/her for the name of the person who recruits your major or to forward your resume to the appropriate person.
- Ask recruiters for their business cards. You will use these for follow up after the event.
- Don’t hesitate to ask for an interview with companies you are interested in. Many are interviewing the day after Expo.
- Dress professionally: suit and tie for men, suit for women. Conserve colors are recommended, as are appropriate skirt lengths.
- Be polite! Thank the representative for his/her time.

## **AFTER:**

- Keep notes for future reference. Also keep any business cards and company literature.
- Write thank-you notes within a few days to each employer with who you spoke. This letter should thank the employer for the information, review your qualifications, and ask for an interview.
- Follow up with phone calls on those employers you’re particularly interested in. Be proactive; don’t wait for them to call you!