

✓ EXPO PREP CHECKLIST

(for attending both in-person & virtually)

Attending a career expo can maximize internship or entry-level job opportunities

10 Tips for Attending a Career Expo

RESEARCHING EMPLOYERS

- ☐ See employers attending by going to Handshake → select the Expo of interest → select 'See More Employers' button and view details
 - ☐ Make a list of companies of interest
 - Review their mission, vision, values
 - Check out internships and/or recent graduate opportunities on their job board
 - What is the product or service that they offer?
 - ☐ Check out the maps at the expo + check out the student resource area
 - ☐ If virtual: [Tips to Attending a Virtual Career Expo](#)
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UPDATING YOUR RESUME

- ☐ [Resumes, Cover Letters, & Professional Profiles](#)
 - ☐ [Meet with Us: Career Labs, Drop-Ins, Appointments](#)
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UPDATING YOUR PROFESSIONAL PROFILES

- ☐ [Tips to Building Your LinkedIn Profile](#)
 - ☐ [Use the Aspire Feature in VMock for feedback](#)
 - ☐ [Take your professional photo for your professional profiles with the Iris Booth](#)
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PRACTICING YOUR PITCH

- ☐ [Use the Elevator Pitch feature in VMock](#)
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QUESTIONS TO ASK RECRUITERS

- ☐ [Questions to Ask Recruiters](#)
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WHAT TO WEAR

- ☐ [What to Wear to a Career Fair](#)
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WHAT TO DO AFTER ATTENDING A CAREER EXPO

- ☐ Follow-up within 24-48 hours after attending an expo and thank them for their time:

Hello [Name of Recruiter],

Thank you for the opportunity to meet you at the UTSA STEM/ALL Majors Career Expo on [date]. [Personal detail.] It was great learning more about [detail from meeting], and I believe my [relevant experience, skillset] would make me a great fit for [Company]. I would love to connect again regarding a potential career/internship with [Company] and look forward to hearing from you.

Thanks again for your time.

Sincerely,

[Your Name]

[Contact information]

FOR ADDITIONAL INFORMATION AND RESOURCES: [UTSA Career Center Website](#)