

✓ **CAREER EXPO PREP CHECKLIST**

*(for attending both in-person & virtually)*

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

Best Ways to Find a Job or Internship at a Career Expo

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**RESEARCH EMPLOYERS**

- ☐ See list of employers attending Career Expo by going to Handshake→select Events→ select Expo (STEM or All Majors)→select 'See More Employers' button and view details
- ☐ Make a list of companies to meet
  - Review their mission, vision, values
  - 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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**UPDATE YOUR RESUME**

- ☐ [Resume Sample Page](#)
- ☐ [Career Lab schedule to attend resume labs + more](#)

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**UPDATE YOUR PROFESSIONAL PROFILES**

- ☐ [Tips to Building Your LinkedIn Profile](#)
- ☐ [Use Aspire Feature in VMock for feedback](#)
  - Copy/paste updates to your Handshake profile

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**PRACTICE YOUR PITCH**

- ☐ [Use the Elevator Pitch feature in VMock](#)

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**PREPARE QUESTIONS TO ASK RECRUITERS**

- ☐ [Questions to Ask Recruiters](#)

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**PLAN WHAT TO WEAR**

- ☐ [What to Wear at a Job Fair](#)

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**FOLLOW UP**

- ☐ 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]*

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