

CAREER FAIR CHECKLIST

- Schedule appointment with Business Career Services
- Update/create resume
- Update CyHire
 - Create profile
 - Update resume
 - Register for Ivy College of Business Career Fair Breakfast
- Prepare pitch/introduction
- Print 10-15 copies of resume
- Researched _____ Company
- Researched _____ Company
- Researched _____ Company
- Professional outfit chosen
- Don't let nerves get the best of you. You will do great!
- Items gathered to take to the Career Fair
 - Resumes
 - Padfolio
 - Information about companies
 - Student I.D.

► **TIP:** Have your Career Coordinator review your resume before the Career Fair.