Getting it all together

• If participating in a virtual event, make sure your internet equipment/connection are in good working order. Participate in a quiet location where you can concentrate on your interaction with employers.

• Print résumés on résumé paper (visit Career Services during drop-in hours for a résumé review, or to print your résumé).

• If meeting in person, use a portfolio/padfolio to keep résumés looking sharp.

• Research which employers are attending the event.

• Create a list of employers to connect with during the event. Gather 2-3 pieces of information about their organization that you can use as talking points in your conversation.

• Create a 30-second elevator pitch.

30-second elevator pitch:
Hello, my name is <your name>. I’m majoring in <major> with a minor/concentration in <>. I am interested in <internship/job> opportunity with your organization because of my experience <state previous internship, part-time employment, student organization experience, a related class project, etc.> as you will see on my résumé. (Hand your résumé to the employer, if in person.) You will also see that I have done <previous internship, part-time job, student organization, class project, etc.> which allowed me to develop <name relevant skills gained> which would allow me to be successful in the position.
During:

**First Impressions**

- Smile and make good eye contact.
- If in person, deliver a firm, confident and proper handshake if you are comfortable doing so.
- Use an effective 30-second elevator pitch while presenting your résumé, if in person.
- Ask for a business card or contact information if you plan to follow up with the employer.

After:

**Employer follow-up**

- Send a thank you email to the recruiters you met.
- Apply for open positions as soon as possible.
- Use Hire-A-Redbird to apply for positions and to sign-up for interviews.
- Follow the employers instructions (i.e., if an employer tells you to apply online, you must do so to be considered for the position).