Career Fair Prep Timeline

SPRING CAREER & INTERNSHIP FAIR
FEBRUARY 24, 25, 26, 2016 • 12-5 PM
ADELE H. STAMP STUDENT UNION

TO DO  DUE

Do some research  2/5
• See who’s coming: http://careerengr.umd.edu/students/career-fairs
• Check Careers4Engineers & company websites for job listings
• Write down questions you want to ask recruiters

Get that resume career-fair ready  2/8
• Edit your resume with the companies you researched in mind
• Need help writing for your audience? Attend a Resume Writing workshop or review tips at http://ter.ps/engrresume
• Bring updated resume to Co-op & Career Services for a critique, Mon-Fri, 8:30-4:30 (no appointment necessary)
• Make plenty of copies of your new, improved resume

Prepare what you’ll wear and bring to the fair  2/18
• Attend a Career Fair Preparation workshop
• Update your questions for recruiters
• Make sure your suit is clean and pressed, shoes are shined
• Got that padfolio? Pen? Notebook? Mints?

Perfect your elevator speech  2/22
• Include your name, major & career interests
• Remember to tailor it for each company or industry
• Practice your speech in the mirror multiple times
• Review common questions employers might ask you (from the Career Fair Preparation workshop)

Go to the fair  2/24, 2/25, 2/26
• Get there early and keep a positive attitude
• Take notes about deadlines and application instructions
• Remember to ask for business card or name of the recruiter so you can send a thank you note
• Make sure to attend multiple days so you can meet more employers

WORKSHOP SCHEDULE

Resume Writing
• Tue 1/26 2 pm
• Wed 2/3 11 am
• Thu 2/11 1 pm
• Fri 2/19 3 pm

Career Fair Prep
• Mon 2/8 1 pm
• Mon 2/15 4 pm
• Thu 2/18 10 am
• Mon 2/22 2 pm

Interviewing
• Wed 2/10 1 pm
• Tue 2/16 10 am
• Mon 2/29 1 pm

Location: 1131 Martin Hall (conference room)
RSVP: http://ter.ps/engrworkshop

Engineering Co-op & Career Services
1131 U/J, Marie Hall | 301.343.3843 | http://careerengr.umd.edu