

Career Fair Prep Timeline

SPRING CAREER & INTERNSHIP FAIR FEBRUARY 22, 23, 24, 2017 • 12–5 PM ADELE H. STAMP STUDENT UNION

TO DO	DUE	<input checked="" type="checkbox"/>
Do some research <ul style="list-style-type: none"> See who's coming: http://careerengr.umd.edu/students/career-fairs Check Careers4Engineers & company websites for job listings 	2/10	<input type="checkbox"/>
Get that resume career-fair ready <ul style="list-style-type: none"> 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 walk-in critique, Mon-Fri, 8:30-4:30 (no appointment necessary) Make plenty of copies of your new, improved resume 	2/15	<input type="checkbox"/>
Prepare what you'll wear and bring to the fair <ul style="list-style-type: none"> Attend a Career Fair Preparation workshop Write down your questions for recruiters Make sure your suit is clean and pressed, shoes are shined Got that padfolio? Pen? Notebook? Mints? Student ID? 	2/17	<input type="checkbox"/>
Perfect your elevator speech <ul style="list-style-type: none"> Include your name, major & career interests, tailored to each company Practice your speech in the mirror multiple times Review common questions employers might ask you (from the Career Fair Preparation workshop) 	2/20	<input type="checkbox"/>
Go to the fair <ul style="list-style-type: none"> Get there early and keep a positive attitude Take notes about deadlines and application instructions Remember to ask for business card or name & email of the recruiter Make sure to attend multiple days so you can meet more employers 	2/22, 2/23, 2/24	<input type="checkbox"/>
Follow Up <ul style="list-style-type: none"> What did the recruiter say to do next? Apply for the job, attend the info session—follow their instructions Send a thank you email to recruiters, attaching your resume 	2/24, 2/25	<input type="checkbox"/>



CAREER WORKSHOP SCHEDULE

Resume Writing

- Mon 2/13 2 pm

Interviewing

- Thu 2/16 2:30 pm

Career Fair Prep

- Thu 2/9 3 pm

- Mon 2/13 1 pm

- Fri 2/17 10 am

Cover Letters

- Fri 2/10 10 am

Job Offers

- Fri 3/3 11 am

Location: Martin Hall

RSVP: <http://ter.ps/engrworkshop>



Engineering Co-op & Career Services

1131 G.L. Martin Hall | 301.405.3863 | <http://careerengr.umd.edu>