# Career Fair Prep Timeline

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

### TO DO

<table>
<thead>
<tr>
<th>Task</th>
<th>DUE</th>
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<tbody>
<tr>
<td><strong>Do some research</strong></td>
<td>2/10</td>
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| - See who’s coming: [http://careerengr.umd.edu/students/career-fairs](http://careerengr.umd.edu/students/career-fairs)  
- Check Careers4Engineers & company websites for job listings | |
| **Get that resume career-fair ready** | 2/15 |
| - 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](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 | |
| **Prepare what you’ll wear and bring to the fair** | 2/17 |
| - Attend a Career Fair Preparation workshop  
- Write down your questions for recruiters  
- Make sure your suit is clean and pressed, shoes are shined  
| **Perfect your elevator speech** | 2/20 |
| - 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) | |
| **Go to the fair** | 2/22, 2/23, 2/24 |
| - 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 | |
| **Follow Up** | 2/24, 2/25 |
| - 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 | |

### CAREER WORKSHOP SCHEDULE

<table>
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<tr>
<th>Workshop</th>
<th>Date/Time</th>
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| 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](http://ter.ps/engrworkshop)