



VCU

College of Engineering
Career Services

Prepare for the Internship & Career Fair Cheat Sheet

Think about:

1. Set some reasonable goals, like these:
 - a. Speak with a recruiter from a company you have targeted
 - b. Learn about 2 new companies that hire your major
 - c. Be invited to interview
2. Define what you are looking for: an internship? A co-op? A job? Now? Next summer? What kind of work do you want to do? Where? Clarify what you are looking for so that you'll be able to communicate it to others.

Take action: THEM

1. Learn about the companies and organizations that are coming to the fair and what skill sets they are hiring for. All the companies are listed on the Career Fair event on Handshake: go to Events, filter Category = Career Fair. Research companies of interest to you: Google search the company, explore the company website or LinkedIn

Take action: YOU

1. **Required:** Update your resume (see career services for help). Bring extra copies to the fair. **Optional:** Create a business card to share at the fair.
2. Dress appropriately in business attire: a suit is best, but if you don't have one: dress slacks/skirt, dress shirt/blouse are acceptable. Be neat, wrinkle-free, modest, and odor-free (use breath mints and deodorant).
3. Prepare your 30-second self-introduction. See next page of this doc for step-by-step directions. Practice it!!

Make a plan

1. Identify target companies (these are employers of great interest to you).
2. Apply to any appropriate openings they have posted **before** the fair.
3. Use the floor plan map or phone app to identify where the companies are at the fair, and plan where you will go.
4. Focus on your targeted companies and visit each one.
5. Give your pitch and offer your resume.
6. Ask for a business card from the recruiter or for the best way to follow-up with them.
7. Relax and enjoy the rest of the fair! Walk around and learn about more companies.

After the fair:

1. Send thank you emails to companies of great interest or to recruiters you had meaningful conversations with.
2. Include something you talked about together to help remind them of who you are. Attach your resume.
3. Keep the contact information you collected in a safe place (record it on your phone or laptop or safely file it).
4. Put follow-up dates on your calendar to reach back out to the contacts you made at the fair. Your contacts are no good if you don't follow-up with them!

Elevator Pitch or 30-second self-introduction

1. Greet
 - a. Introduce yourself & Acknowledge the employer: *I'm pleased to meet you*
2. Share a little of what you know about the company and why you are interested in them.
 - a. Interest in company: *I was happy to see that your company would be here because_____*
3. Share about You:
 - a. Your expected graduation date & major & what you are seeking
I'll be graduating in May 2024 and I'm in Mechanical Engineering looking for a summer internship
 - b. State your experience and skills
 - i. Paid or unpaid relevant experience
 - ii. Leadership positions, organizations
 - c. Skills, strengths, personal traits, areas of focus/interest
I've been in FIRST robotics throughout high school, I'm now an officer in ASME, and I'm really excited to learn more about manufacturing automation.
 - d. Offer your resume: *May I give you a copy of my resume?*
4. Ask a relevant question to engage the employer
What would the work entail? What are pressing projects the intern might work on? What qualifications are you looking for in candidates? What kind of training is provided for this position?
5. Wrap up the conversation
 - a. Ask about follow-up and the hiring process
What would you suggest as my next step? How do you prefer to be contacted? When might I hear about an interview? What is your timeline for selecting interns?
 - b. Request their business card & Thank them

Presenting yourself in 30 seconds or less is harder than it appears.

Practice with your friends!!

Details & Technology:

Information about the fair (when, where, etc.): Can be found on the Career Fair event in [Handshake](#): go to Events, then filter for Category = Career Fair. **Or** see great info and video tutorials on our [Engr Career Services Webpage](#).

The list of Employers attending is on the Career Fair event in [Handshake](#): go to Events, then filter for Category = Career Fair.

The Virtual Fair is hosted on Handshake. To join your sessions on the day of the fair, log onto [Handshake](#), go to Events, then filter by Category = Career Fair and find the Virtual Fair. Once on the page, go to **"Your Schedule"** and you will see a "Join" button next to your scheduled sessions.