

VIRTUAL CAREER FAIR TIPS FOR SUCCESS



UPDATE YOUR RESUME

- Review our [Resume Resource Packet](#) to make sure your resume is clear, concise, and up-to-date.
- Make an appointment to have your resume critiqued by a [Career Consultant](#) prior to the fair.
- Save your resume as a PDF to avoid any digital re-formatting issues.
- Have a digital copy ready to upload to your Career Fair Plus student profile and the [Hire System](#) for recruiters to view.



RESEARCH COMPANIES

- Access the list of employers who are attending the career fairs on [Career Fair Plus](#).
- Favorite the companies you want to speak with during a meeting.
- Take notes on their company profile about what interests you and reminders of why you want to meet with them.



CREATE A PROFILE

- Review our guide on [How to Create a Student Profile](#).
- Make sure your profile picture is a professional headshot.
- Include your customized LinkedIn profile to easily connect with recruiters and make sure you upload your most recent resume.
- Book one-on-one meetings with employers that are of interest to you.



PRACTICE YOUR ELEVATOR PITCH

- Introduce yourself, including your name, major, class year, and graduation date.
- Include your objective - to gain a part-time job? Internship? Full-time position?
- Give a brief summary of your experiences, academic projects, campus involvement, or any contributions you may bring to their company or that will set you apart.
- Thank them for their time and possibly end with a question to keep the conversation flowing.



STAY ORGANIZED

- Have your notes laid out in front of you and review them before each meeting.
- Use our [Career Fair Notes Table](#) to keep company profiles, available positions, etc. organized for each employer.



BE PROFESSIONAL

- Wear professional attire to the virtual fair - your appearance should be neat and clean.
- Make sure your virtual background is professional, clean, and distraction-free.
- Use professional written communication (not text lingo or slang) while using the chat function.
- Join your employer meetings on-time.



FOLLOW-UP WITH EMPLOYERS

- Follow up with anyone you had conversations with through a thank you email or connect with them on LinkedIn - or both!
- Apply for jobs and internships through the [Hire System](#) at [HireOSUGrads.com](#).