Before the Expo: Your Checklist

- Resume perfected and printed (use resume paper; bring 15-20 copies)
- Business cards printed (include name, major, expected grad date, full name of university, e-mail, and phone number)
- Elevator speech rehearsed and ready
- Company research complete
- Intelligent questions prepared
- Mapped out plan of which company booths to visit

At the Expo: Keeping Your Professionalism on Target

- Dress professionally
- Have a firm handshake and make eye contact
- Be independent
- Be courteous: respect the recruiters’ time and allow other students a chance to interact with recruiters
- Take time to look at business cards before filing away
- Exit conversations gracefully; no abrupt endings!
- Follow up with handwritten thank-you letters within one week

“Bright Futures, Big Opportunities”

Talley Student Center Ballroom; 9:30 am—3:30 pm

CALS Career Services – www.cals.ncsu.edu/career – 919.515.3249