OFFICE OF INTERNSHIPS & CAREER DEVELOPMENT
CAREER EXPO TIPS

BEFORE THE EXPO

- Make a list of companies you want to visit
- Do research on employers that match your interest
- Revamp your resume & tailor it to fit the position/field you want
- Prepare a list of questions to ask recruiters
- Create a 15 - 30 second "elevator" pitch
- **Dress to impress!** Wear appropriate business attire!

DURING THE EXPO

- Pack a pen & paper to jot down notes and important details
- Make eye contact and smile!
- Ask questions to give you insight on the company/job
- Collect business cards from recruiters
- Offer your resume & deliver your "elevator" pitch to companies
- **NETWORK!** Expand and strengthen your professional contacts

AFTER THE EXPO

- Complete any instructions given by recruiters
- Send personalized thank you notes!

In 2-3 weeks:
Follow up with recruiters!

**RESUME HELP?**

INTERNSHIPS.CAREERS@GMAIL.COM

UNIVERSITY OF HAWAI‘I AT MĀNOA

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