

# NETWORK AT CAREER FAIRS

## Preparation Check-List

- Get your résumé reviewed
- Polish your LinkedIn profile
- Practice your elevator pitch
- Research your top 5 companies
- Secure professional clothing



Hello, my name is Paydirt Pete. It's so nice to meet you! I'm a Freshman at The University of Texas at El Paso majoring in Criminal Justice. I am eager to learn more and explore different areas of criminal justice such as law enforcement, corrections, crime prevention and criminal research. I noticed that your organization offers volunteer and internship opportunities. I'd love to learn how I can participate in these. May I get your contact information to discuss these programs or any other upcoming opportunities on your team?

## DURING THE FAIR

Collect the following details from each company you speak to.

Name of Recruiter	Company's Name	Contact Information	Are they looking for interns or part-time?	Key Factors about the Company

# CAREER FAIR REFLECTION

## Follow Up Check-List

- Connect on LinkedIn
- Send a Thank You note/email
- Set up an informational interview
- Prepare yourself for the next step



Dear XXX,  
I recently connected with you at the UTEP Career Expo on September XX, 2025. From our conversation, we discussed potential internship/informational interview/job opportunities.

Do you have a moment in the coming weeks to meet virtually? Attached is my résumé for your review.

Thank you for your time,  
XXXX

## REFLECTION QUESTIONS

How did this event help me advance or refine my career goals? What did I gain from participating (knowledge, skills, contacts etc.)?

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What question(s) do i have after attending this event? Where can I get answers?

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What skills do I need to improve to become a stronger professional?

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What is my next step in my career development? What is my timeline?

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