

NETWORK AT

Career Fairs

NAME: _____

DATE: _____

PREPARATION CHECK-LIST

- Prepared a résumé
- Practiced an elevator pitch
- Conducted a company/organization research

“—

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 the opportunity to learn how to participate in these. May I get your contact information to discuss these programs or any other upcoming opportunities on your team?

CONNECTIONS

Name	Title/Organization	Contact Information	What are they looking for (Volunteers, Interns, Part-Time)?	Key factors about the organization

FOLLOW-UP CHECK-LIST

- Continued networking (Connected on LinkedIn)
- Wrote a Thank You card/email
- Followed up with connection

“
Dear XXX,

I recently connected with you at the UTEP Career EXPO on September XX, 2023. From our conversation, we discussed potential internship/informational interview/job opportunities.

Would you have a moment in the upcoming weeks to meet virtually to further our conversation?

Thank you for your time,

XXXX

REFLECTION QUESTIONS

✦ How did this event help you advance or refine your career goals/ What did you gain from participating (knowledge, skills, contacts, etc.)?

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

✦ What skills do you need to improve to become a stronger professional?

✦ What is your next step in your career development and what is the timeline?
