

NETWORK AT CAREER EXPO

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 EXPO 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.)?

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

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

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