

## MAKING THE MOST OF THE CM CAREER FAIRS

Use this checklist to help you prepare to participate at the CM career fair and get closer to your next professional adventure. Meet with companies and recruiters who are looking to hire students like you!

### Before the Career Fair:

- Check the CM Career Fair website and mark your calendar with the date and time.
- Review the list of organizations attending and determine who you'd like to meet with at the event.
- Follow organizations of interest on LinkedIn, research their company philosophy, history and any career opportunities.
- Prepare the following items to bring to the fair:
  - ⇒ A portfolio/folder to hold your documents, notepad, and pen.
  - ⇒ Several copies of your resume.
  - ⇒ Your research notes on the companies of interest.
  - ⇒ Optional: A brief professional portfolio of your work/project samples.
- Contact Professor Drogi and Professor Cirelli to fine tune your resume.
- Review common interview questions and have a few general answers - some companies may choose to do an unofficial interview on the spot or request an interview at the end of the fair.
- Choose an outfit that creates a professional first impression. Avoid wearing a construction company logo shirt. Ask the career fair check in desk if there is a location to put bulky items such as a skateboard or backpack.
- Write down questions you might want to ask companies of interest. Never say no to the "Do you have any questions for us?" end of interview question.
- Practice your elevator pitch on next page.

### Day of the Career Fair:

- Check in at the registration desk, pick up a name tag and find a safe place for your things.
- Look at your notes and plan out which companies you want to speak with first.
- Try to practice your elevator pitch with a few employers before going to your top companies.
- Ask for business cards** or the recruiter's LinkedIn to follow up after the fair.
- Take a few breaks to eat a snack and make sure you look your best.
- If there are many people in line for an employer, check out another and circle back.

### After the Career Fair:

- Write thank your emails or LinkedIn messages no later than 24 hours after the fair to the recruiters you talked with. Send after 5pm or right before 7/8am for your email to be at the top of the inbox. Remind the recruiters of the details of your career fair conversation, ask for potential internship/job openings, and ask to keep in touch.
- Keep all your before, during and after event notes and include dates of any emails or phone calls you had with the company.
- Now that the career fair is wrapped up, apply to open jobs you see on the company websites.

# Elevator Pitch Introductions



An elevator pitch is a concise 30-second introduction that summarizes who you are, your skills, and career goals. It's essential for quickly communicating your strengths to potential employers or connections, sparking conversations, and making a memorable first impression. Practice ensures you can deliver it confidently.

## EXAMPLE:

Hello, I'm Julia Stuart. I am a junior in Construction Management with an interest in building hospitals. I'm studying construction management because I want to know how to build hospitals that are safe, functional and patient-focused. I'm from San Jose, California and when I graduate I would like to work as a Superintendent. I'm eager to learn from industry leaders and explore opportunities where I can contribute my skills and dedication to your team. Would you please tell me about the internship possibilities at your company?

**Hello, my name is:** \_\_\_\_\_

**I am interested in:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**I have experience and/or coursework in:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**My strengths are:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I am looking for:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_