Meet a well prepared candidate

Taurus enrolled as sophomore at Plutonian University this fall. S/he is excited about the career fair being held in the spring semester. This winter S/he will be out of state in an internship with the Air Quality Monitoring Office so time to prepare for the career fair is limited.

S/he plans to take advantage of the Thanksgiving break to prepare. S/he put this to-do list together:

- Review list of employers attending the fair. Identify those that are looking for interns in biochemistry or those that don’t have a preference for major. Take down contact information if available.
- Check out their website. Focus on initiatives, company values, and intern qualifications. Take notes!
- Prepare elevator pitch and 2-4 questions for recruiters.
- Update resume and prepare cover letter for each of the opportunities encountered from the web search.
- Send an introductory email to contacts gathered. Show excitement and intentions to meet with them at the fair.
- Gather conservative business attire. Given New England weather, consider packing an umbrella. Keep jewelry/make up, scents at a minimum and wear comfortable shoes. Pack a folder, pen, mints and water. Make sure to take vitamin C regularly to avoid a cold.

Upon return from break:

- Meet with professors to request time to attend the fair.
- Schedule appointment with career advisor to review resume and cover letters, and practice elevator pitch. Make suggested changes.
- Identify one more person to review resume/cover letters.
- Print resumes/cover letters on resume paper.
- Send thank you cards or thank you emails to recruiters within week of fair.

_Elevator pitch:_ 30 second introductory statement of who you are what your goals is (given a specific situation).