

How to Stand Out at the Internship Connection - Tips for First Time Attendees

If this is your first time attending a career networking event, or if it's been a while, take some time to review these tips to ensure your success.

Before the event

- Develop a strong resume
 - Use bullet points and focus on major accomplishments
 - Reflect actual and relevant experience
 - Tailor resume to industry, position, or employer
 - No typos or errors
 - Print on high quality resume paper
- Research the employers who will be attending
 - Know something about each company you wish to network with
 - Consider speaking with all employers to gain networking skills and build your confidence
- Develop a 60-second sell
 - A 60-second introduction is plenty of time to give a recruiter enough information about you to gain their interest
 - Practice so that you can say it smoothly as you pass along your resume
- Update, or create, your LinkedIn profile

During the event

- Keep organized with a padfolio
 - Bring several copies of your resume
 - Bring paper and a pen to make notes
- Dress appropriately
 - Business dress is required
- Make a great first impression
 - Introduce yourself and shake hands
 - Smile and make eye contact
 - Speak clearly and positively
 - Be friendly and show interest in the company
- Ask intelligent questions
 - Ask for more information on something you found on the company website
 - Don't ask general questions such as "what does your company do?"
- Focus on what you can offer the employer
- Leave your resume with employers
- Get a business card from each representative contacted personally

After the event

- Make notes on what was discussed with each employer
 - Take time to jot down any key points
- Follow up
 - If you said you were going to apply on the company website or send them further information, do it in a timely manner
- Send thank you notes
 - Write or email each representative you met and thank them for their time
 - Reiterate your interest in the company and your relevant skills and experience
- Send personalized LinkedIn connection requests to relevant contacts
 - This is a great way to stay in touch and build your network

What NOT to do

- Chew gum
- Talk or text on your cell phone
- Leave your resume without speaking to the employer
- Show more interest in the giveaways than in the opportunities

We look forward to seeing you at the Internship Connection. Please remember to dress professionally, bring copies of your resume, and be ready to make a great first impression!