

Iowa State University

Virtual Career Fair Checklist : CHS Career Services

See the checklist below for essential steps to complete in order to prepare for virtual career fairs!

- Register on [CareerEco.com](https://www.careerco.com)
 - Upload your most up-to-date resume in CareerEco - connect with our [office](#) for assistance with your resume
- Research organizations and prepare talking points; knowing more about an organization means you will have a more impactful conversation!
- Look at the different job opportunities and consider applying - this shows an organization you have a strong interest in working for them
- Attend fall Resume Ready and Virtual Career Fair Prep sessions - see our [website](#) for more information
- Prepare your [outfit](#)
- Test your equipment - Does your camera work and do you have everything you will need?
- Find a background with nothing too distracting
 - Find a quiet place with low traffic to avoid unwanted sounds; if you are in public, use headphones for better sound quality
 - Make sure camera is at a good height and distance, 2-3 feet in front of you is ideal
- Have your notes with you and take notes when talking to your organizations
- Write follow-up/thank you notes after the fairs