

Spring 2023

Career Fair Prep



College of Technology Career Fair

What is it?

Networking event meant to secure an internship and full time employment

When?

February 7, 2023 from 1 PM - 5 PM

Where?

Hilton Hotel University of Houston

How to sign up?

Create a Handshake Account and upload your resume




Attire

Business Professional

Men's Attire

Professional | Business Casual



Keep color palette neutral
■ ■ ■ ■ ■

More colors and textures can be incorporated

Tailored suit or sports jacket

Tie

Tailored suit pants or nice dress pants

Primary sock color matches pants color

Dress Shoes

Jacket or vest can be added for a more professional look

Collared Shirt

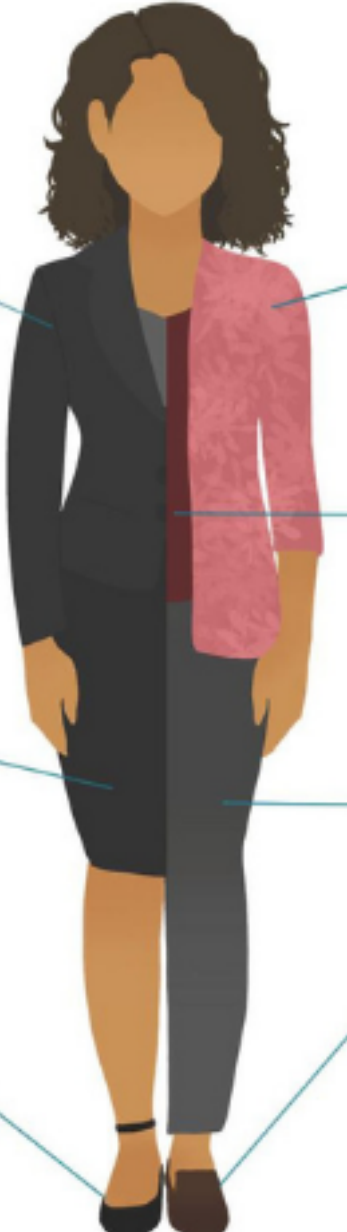
Neck tie is optional

Belt color should match shoes

Khaki pants or nice dress pants

Women's Attire

Professional | Business Casual



Keep color palette neutral
■ ■ ■ ■ ■

More colors and textures can be incorporated

Tailored suit jacket or blazer

No more than 5 pieces of simple jewelry

Tailored suit pants, slacks, knee-length dress or skirt

Low heels are acceptable

Jacket or cardigan can be added for a more professional look

No strapless or spaghetti-strap tops

Khaki pants, nice dress pants, or fingertip-length skirts

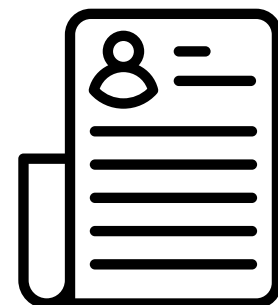
Flats or heels (3.5" or less)

1. Before the Fair

- Update and print Resume
- Create a Linked In Account
- Create a Handshake Account
 - Sign up for the Career Fair
- Research companies
- Prepare a 30 Second Pitch

2. During the Fair

- Take a Headshot
- 30 second pitch



3. After the Fair

- Follow Up On Email or Linked In
- Prepare and Practice Interview Questions and continue researching company -star

Before the Fair

Update and Print Resume

What does a good resume do?



Before the Fair

Tips and Reminders

- Use **consistent spacing** and **font** throughout header, section headings, and content sections
- **Do not add GPA if its under 3.0 (use Major GPA if better)**
- Whenever submitting your resume to anything, send as **PDF**
- 1 inch margins all around
- Stick to months, not semesters throughout segments
- **Editing:** Continue to have others look at your resume and suggest edits
 - It can be easy to miss small errors, and different people will often have different ideas to help you improve your resume
- **Revising:** Keep adding to your resume as you get more experience

Before the Fair

Header and Education

- Full Name
 - Indicate if you have a preferred name here
- Phone Number
- UH.edu or a professional email address
- LinkedIn Profile URL
- Avoid using your full address

Edgar Crispin

713-344-7129 | edgarjcrispin@gmail.com | <https://www.linkedin.com/in/edgarjcrispin> | Houston, TX 77049

Before the Fair

Experience

- **Action Verbs:**
 - Always start the bullet with an action verb!
 - Avoid using the same action word multiple times
- **Include specific actions & measurable results**
 - Specify how many people you managed, amount of money saved, earned, or managed, percent of sales gained, etc. *Quantify*
- Showcase transferable skills/strengths from former positions that are most relevant to desired position or industry.
- Make sure all the bullet points go to the end of the page
- All the bullet points are **2-3 lines; 4+ lines is too long**
- Resume bullets are not sentences
 - **Remove pronouns! Do not use periods!**
- List experience in reverse chronological order; use present tense for current positions and past tense for previous experiences

Before the Fair

Resume Experience Formula

Accomplished [X] as measured by [Y], by doing [Z].

- **OK**: "Member of Leadership for Tomorrow Society"
- **Better**: "Selected as one of 275 for this 12-month professional development program for high-achieving diverse talent."
- **Best**: "Selected as one of 275 participants nationwide for this 12-month professional development program for high-achieving diverse talent based on leadership potential and academic success."

Experience Examples

Resume Experience Example

Franklin Advisory

Washington, D.C.

Analyst Fellow

May 2022 – August 2022

- Researched funding strategies, investment processes, deal flow, potential partners for a biotech firm raising first venture fund and performed financial valuation to forecast \$100M investments into ~20 portfolio companies
- Spearheaded investment recommendations for disabled founder-focused venture accelerator to invest \$150,000 for 10% equity in ~30 accelerator companies across 3 years
- Conducted investment proposal review on 4 companies for client equity investment, resulting in 2 investments of \$300,000 total committed capital in pre-seed round

EXPERIENCE

Perry Homes, Tomball, TX

June – August 2021

Construction Intern

- Scheduled and coordinated a single-story residential project of 5,000 SF through BuildPro
- Assisted 4 managers in quality checking work to diminish future issues and minimize expenses
- Translated and communicated information between 20+ tradesmen and homeowners to maximize project efficiency while ensuring warranty work cooperation throughout the process

Before the Fair

Education, Projects & Skills

- **College:**
 - Indicate your **college at UH**
 - **Relevant coursework:**
 - Try to fill up 1-2 full rows with your relevant coursework if possible
 - **Relevant Projects**
 - **If applicable, fill up 1-2 full rows with any awards you've gotten**
 - Follow with a description in parenthesis describing what it was for + how hard it was to get + what semester you got the award for, etc. - i.e.:
 - Presidential Scholarship (\$20k scholarship based on academic performance)
 - Dean's List (Fall 2019, Spring 2020)
-
- Includes Language skills and any relevant software tools you've used
 - For certifications & training, you can list any relevant certifications you might have

Before the Fair

Education, Projects & Skills Examples

EDUCATION

University of Houston | Cumulative GPA: 3.633 | MIS GPA: 3.5

Houston, Texas

Bachelor of Business Administration | Concentration: Management Information Systems & Entrepreneurship

May 2023

Wolff Center For Entrepreneurship, Class of 2023

November 2021 – May 2023

- #1 ranked undergraduate Entrepreneurship program in the nation by the Princeton Review since 2020.

Technical Courses: Systems Analysis & Design (MIS 3360), Java (MIS 3360), SQL (MIS 3376), AlgoExpert Crash Course, CodePath Intro to SWE

Entry-Level Software Experience: HTML, CSS, Swift UI, XML, Javascript, Java, Python 3, SQL, MySQL, Tableau, PowerBI, Microsoft Azure

RELEVANT PROJECTS

Slalom Case Competition – Hispanic Business Student Association (HBSA) **April 2022**

- Collaborated with 6 others to develop a solution for the Latinx pay gap with a 3-hour time restriction
- Improved professional development skills under challenging constraints by researching, communicating, and presenting alongside MIS, Marketing, Supply Chain, and Finance majors

Final Bid for a Real Estate Office – Estimating II **February 2021 – April 2021**

- Guided 7 team members through a mock bid submission by organizing, assigning, and linking resources
- Advanced estimating abilities by interpreting and quantifying documents while analyzing 3 different solutions for the delivery of an efficient and cost-effective proposal

SKILLS & INTERESTS

Languages: English (Fluent), Hindi (Conversational), Urdu (Conversational)

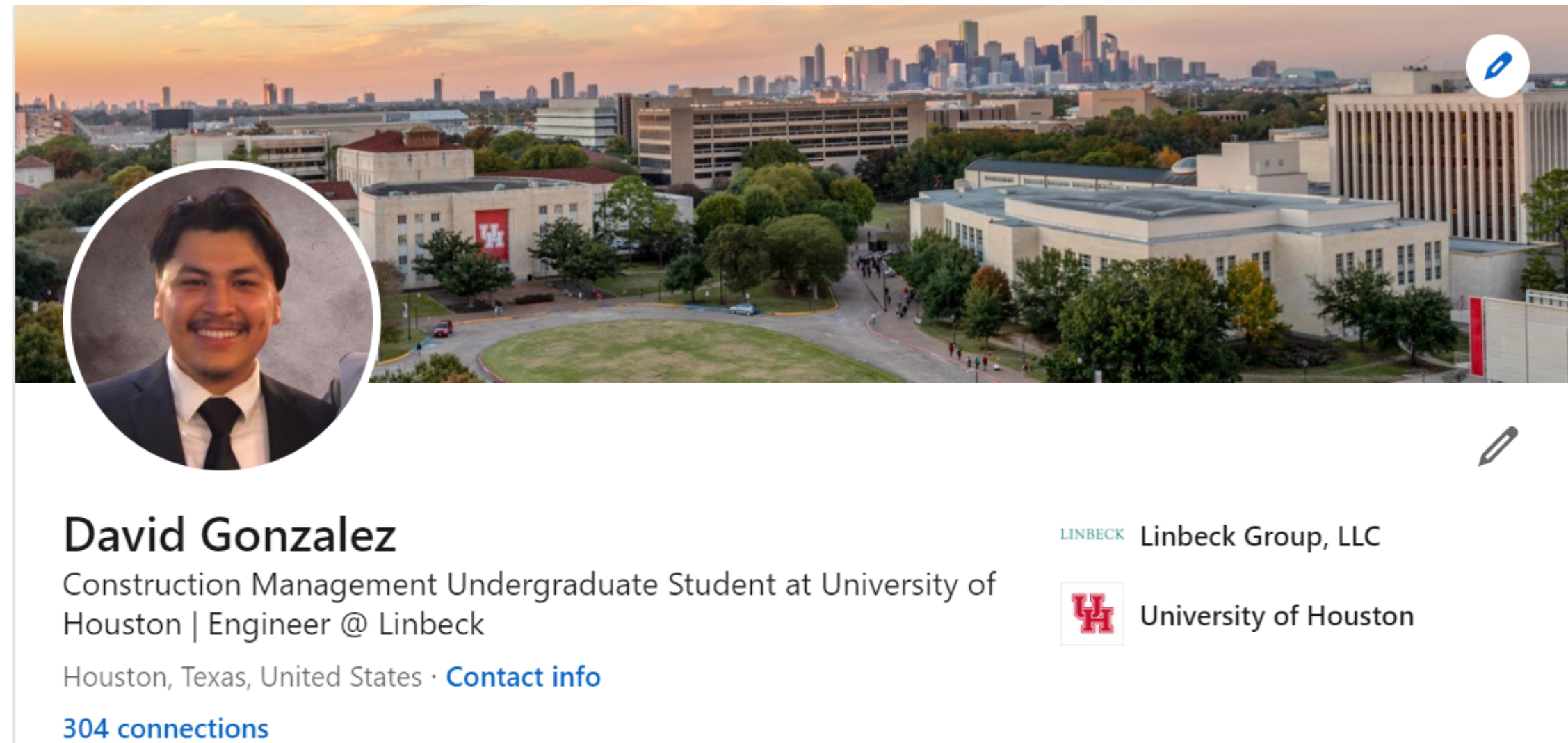
Skills: Proficient in Microsoft Access, Excel, PowerPoint, Word, Financial Modelling: Discounted Cash Flow Model

Interests: Calligraphy, Golf, Museums, Music, Reading, Tennis, Travelling, Volunteer Work

Before the Fair


Create a LinkedIn Account

- Professional profile picture
- Add Licenses, Certifications, Projects, Volunteer Experiences, Accomplishments, Organizations, Scholarships, Honors, languages, etc.
- Current position on title
- Write out all of your experiences & include descriptions
- Include name of college and university
- Endorse each other
- Follow companies & groups of interest



The screenshot shows a LinkedIn profile for David Gonzalez. The profile picture is a circular portrait of a man with dark hair, wearing a suit and tie, smiling. The background of the profile is a wide-angle photograph of a university campus with several buildings and a city skyline in the distance under a sunset sky. The profile name is "David Gonzalez" in bold black text. Below the name, the text reads "Construction Management Undergraduate Student at University of Houston | Engineer @ Linbeck". The location is listed as "Houston, Texas, United States" with a link to "Contact info". The profile has "304 connections". On the right side of the profile, there are two logos: "LINBECK Linbeck Group, LLC" and "University of Houston" with its logo.

David Gonzalez
Construction Management Undergraduate Student at University of Houston | Engineer @ Linbeck
Houston, Texas, United States · [Contact info](#)
[304 connections](#)

LINBECK Linbeck Group, LLC
 University of Houston

During the Fair

30 - Second Pitch

- **Introduction**
 - Name, Major, Year, School
 - Summary of relevant professional experiences and/or leadership roles & most recent
 - Share your professional goals and how you've worked to reach them
 - **Why you're interested in that company** & how your values align with theirs
-
- Start by approaching companies you aren't recruiting with to practice
 - Can be used at Career Fairs, Networking Events, & Interviews

After the Fair

Follow-up Email

Good Afternoon,

My name is ____ and I am a ____ at the University of Houston where I study _____. I had the opportunity to attend ____ and enjoyed hearing about (add personal note from event). I would love to hear more about _____, would you be open to having a short meeting to further discuss?

MAKE SURE to get their name or LinkedIn

After the Fair: Interview

Pre-Interview Prep

- Research the company & interviewer (if possible)
- Look at their mission statement & values, see how they align with yours
- Stalk their LinkedIn for any recent news
- Prepare 3 questions for the interviewer
 - Why do you stick with this company? What is the biggest lesson you've learned in your position? What is the work-life balance like? What projects would I expect to work on? What is your day-to-day look like?
- You can look up potential interview questions on Glassdoor!

After the Fair: Interview

During Interview

- About Me...
- Introduction, Summary of most relevant experience, what led you to apply to that position
- **S.T.A.R. Method**
- Situation, Task, Action, Result
- Have **3 experiences** prepared that can answer any scenario question: **internships, jobs, class projects**
- **ALWAYS** have your **resume** at hand
- Finish off with questions and thanking the interviewer

After the Fair: Interview

After Interview

- Email recruiter thanking them for their time (**at most 2 days after the interview**)

Good Afternoon,

Thank you for taking the time to speak with me on ___ about (company or program) and your experience with the company. It was a pleasure talking with you, and I enjoyed having a dialogue regards to (add anything specific you talked about)

(The role or program) certainly sounds interesting, and it's a role I believe I'd excel in thanks to my work as (add a leadership role or job you've had that relates to the position you are applying for)

I'm looking forward to hearing from you and (recruiter) about the next steps in the hiring process, and please don't hesitate to contact me on LinkedIn or email if you have any questions.

Thank you again!

Presentation Copy



Template

Thank you!