



Virtual Career Fair Prep Checklist

To get started, visit ecu.joinhandshake.com and login using your Pirate ID and Passphrase

- Registration**
Registration is required to attend any virtual career fair through Handshake and will help you stay updated on new employers, receive tips and let employers know you will be attending.

To register, login to Handshake at [ECU.JOINHANDSHAKE.COM](https://ecu.joinhandshake.com), click the *Events* link on the homepage, then the *Fair Search* tab, to select a fair, then click *Join Event*.

- Prepare Your Resume**
Take advantage of Career Services and receive feedback on your resume through [1-on-1 scheduled](#) appointments, [virtual drop-in hours](#) (Mon. - Fri. from 11a - 3p) and 24/7 [virtual resume review](#) drops. All appointments, drop-ins and resume reviews are available through [Handshake](#).

- Update Your Handshake Profile**
Utilize the [Handshake Profile Checklist](#) and make sure information listed is accurate and up to date. Employers will use your profile and resume to invite students to sessions and connect for opportunities.

- Research Employers**
All upcoming career fairs, there will be a list of employers and search filters to identify employers by location, major of interest, and types of positions the organization is recruiting for.

- Sign Up for Sessions**
Once your resume and handshake profile are updated and ready for employers to view, sign up for available group and 1-on-1 sessions with employers of interest.

- Day of Virtual Career Fair**
Dress professionally, prepare your computer and space to ensure no technical issues on event day. Mark your calendar to arrive on time for scheduled group and 1-on-1 sessions with employers.

- Follow Up After Fair**
Prepare follow up thank you emails with employers and take any further actions suggested including applying for open positions available through the company website or [Handshake](#).



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CAREER SERVICES

Want help preparing for an upcoming career fair? Connect with ECU Career Services at career.ecu.edu