

Internship Fair Checklist

In preparation for the 2021 Virtual IT Internship Fair, please fill out the checklist below:

Leading up to the Fair:

O Register for the Internship Fair

- ☐ REGISTRATION is through Redbird Life to participate - **You must register to attend the internship fair.**
- ☐ RSVP on [RedbirdLife](#)
- ☐ To maintain social distancing during the fair, we recommend that students attend the fair based on their last name: A-H names should plan to attend between 5:00 and 6:45 and last names I-Z should plan to attend between 6:45 and 8:30.
- ☐ If you need a special accommodation to fully participate in this event, please contact AITP President Audra Heistand at aeheisl@ilstu.edu. Please allow sufficient time to arrange the accommodation.

O Plan to wear professional, business casual attire

- ☐ Visit the [Career Services website](#) for guidance on how to dress

O Update your resume

- ☐ Be sure to include any summer work or completed classes from last semester
- ☐ [Career Services resources](#) are available to help you with formatting and content
- ☐ Print your resume at [Career Services](#)

O Update your LinkedIn page

O If you have not done so already, download and fill out the [preparation worksheet](#) provided

O Practice your elevator pitch

O Review the participating companies and employers beforehand

- ☐ Some light research can help you see if your interests and personal brand align with the company's day to day
- ☐ You can view the list of employers [here](#) on the RedbirdLife event page when details become available. Remember to continue checking the list to stay up to date

O Attend the Career Center's [InstaCareer Event](#)

- ☐ Learn how to make a first good impression, research employers, practice/develop your elevator pitch, and connect with employers after the fair.

The Day of the Fair:

- ☐ Have your resources handy, such as your resume, preparation worksheet, and notes
- ☐ Arrive with enough time to visit your top companies. Expect to wait in line.
- ☐ Bring a mask

- O For the safety of yourself, other students, and the employers, mask wearing and social distancing will be enforced.
- ☐ Remember: handshaking is discouraged. Please be cognizant of social distancing requirements.