

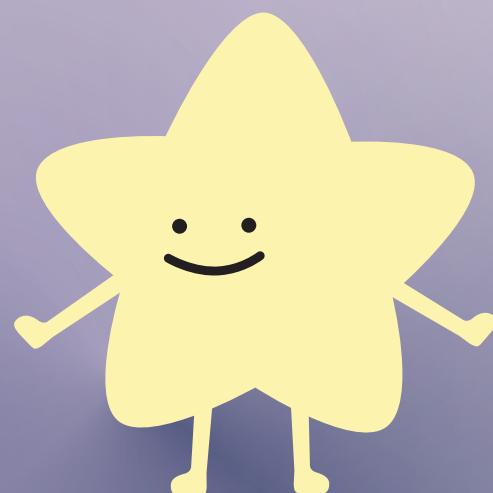
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presented by  
 SWE@UCLA



february 8th, 2024

# student survival guide.

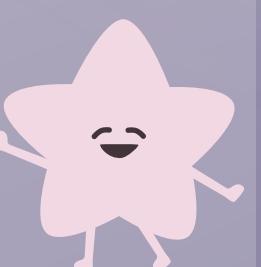
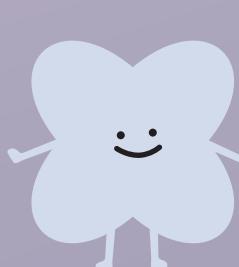


5:30 pm @ ucla carnesale commons

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# 2024 timelines & deadlines.

jan 25, 2024

- resume tips & review workshop
- registration price increase @ 9PM

feb 1, 2024

- dinner etiquette workshop
- registration/waitlist closes
- **last day to submit updated resume & registration fee (non-waitlist)**

feb 3, 2024

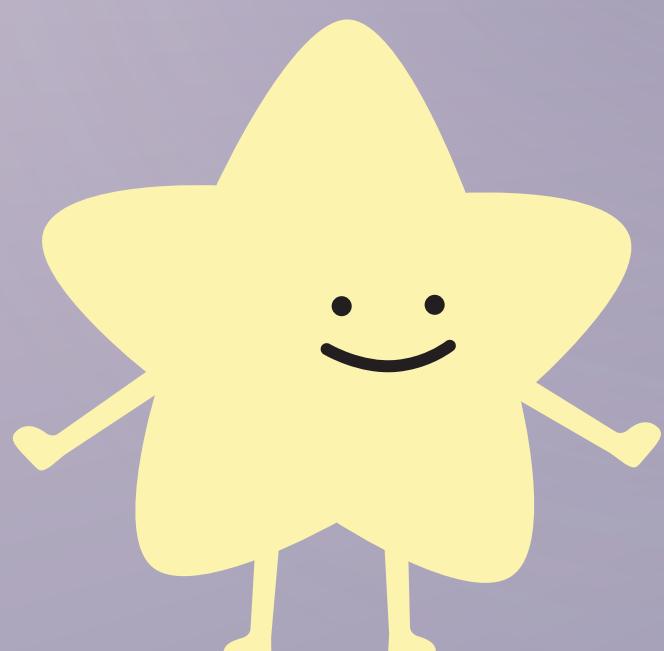
- first notification for those who made it OFF the waitlist

feb 5, 2024

- final notification for registrants accepted OFF the waitlist
- last day for eligible refund requests

feb 6, 2024

- last day to pay registration fee for previously waitlisted students

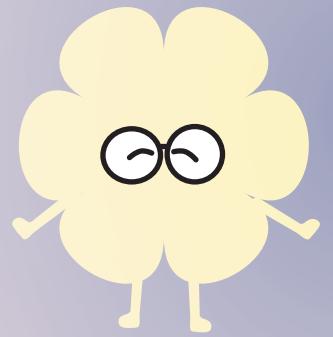


feb 8, 2024

evening with industry!

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# event ✨ schedule



## 5:30 - 6:45 PM: check-in

@ carnesale commons – floor 1

- all registrants will be given a name-tag and pamphlet which details the information of the event

## 5:30 - 6:45 PM: networking

@ carnesale commons – floor 3

- as students and company representatives begin to file in, enjoy casual conversation over an array of appetizers

## 6:45 - 8:30 PM: dinner

@ carnesale commons – palisades ballroom

- you will be served a three-course dinner seated with a company of your preference

## 8:30 - 10:00 PM: career fair

@ carnesale commons – floor 2 + 3

- company representatives will be organized across different booths between both floors

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# attire. ✨

## 1 bottoms

slacks, skirts  
below the knee

## 2 tops

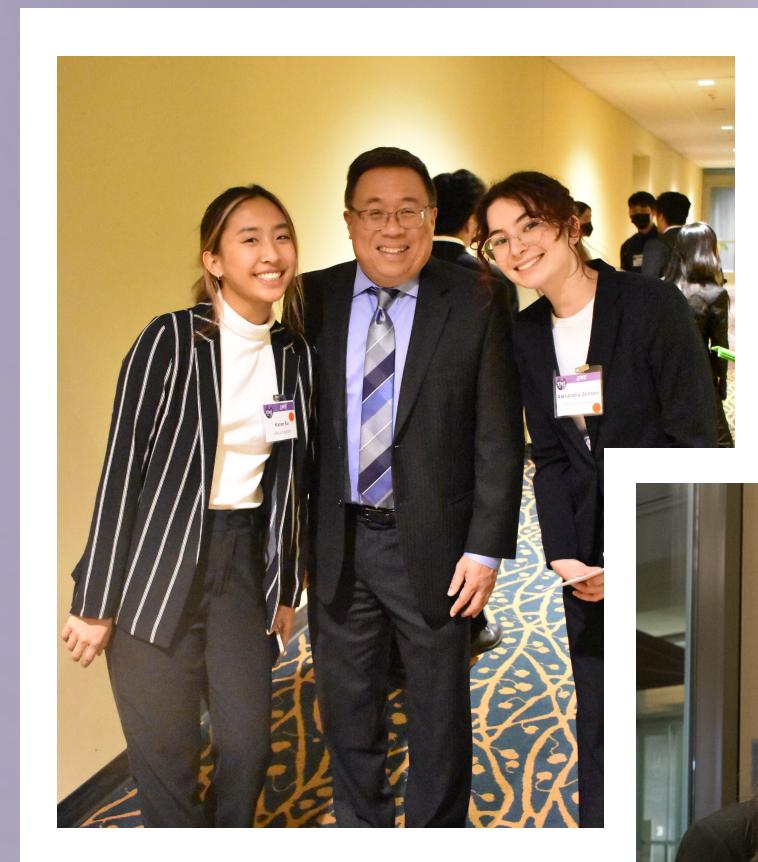
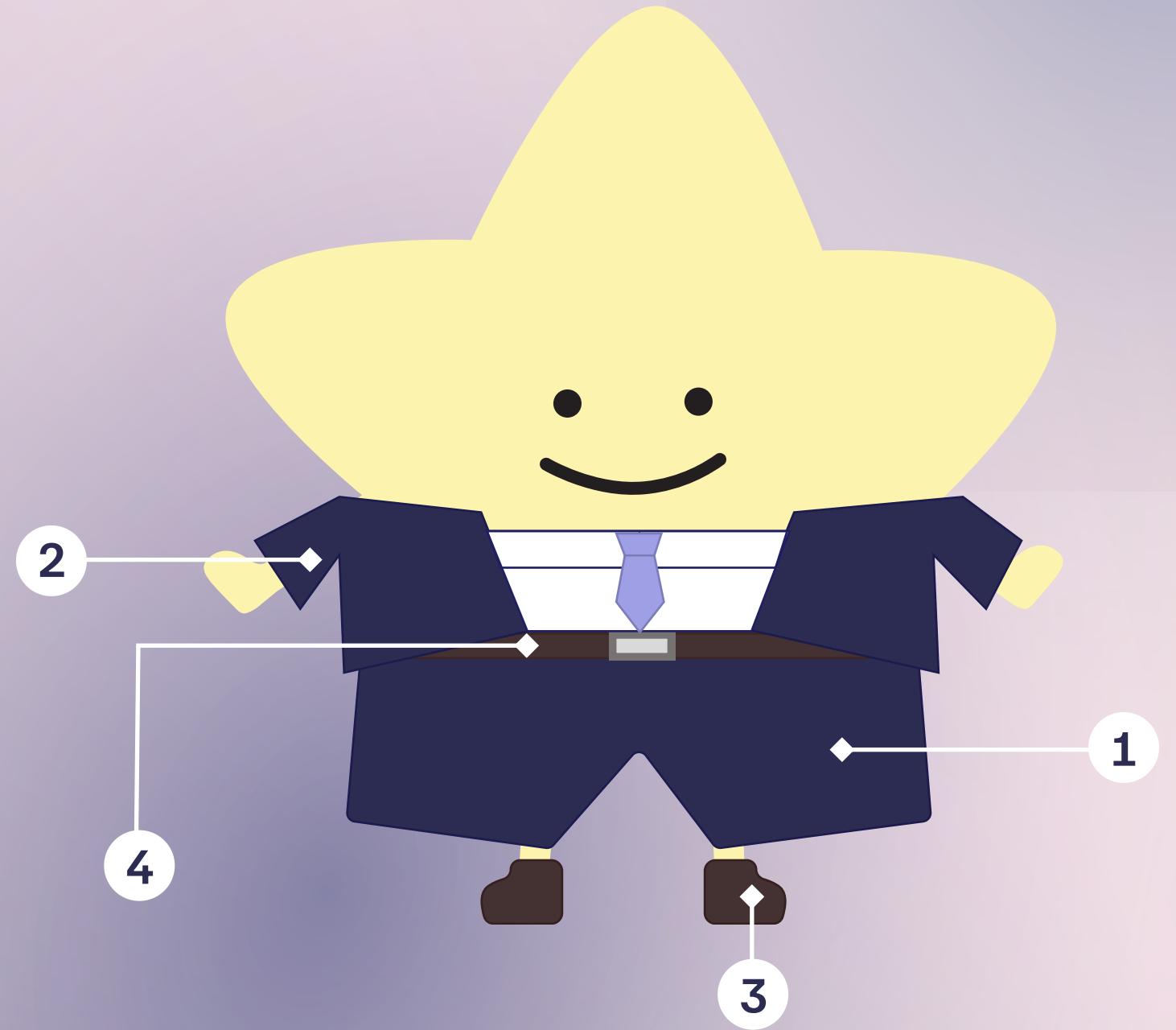
collared, button-  
down shirts,  
blouses, blazers

## 3 shoes

closed-toe heels,  
loafers, flats

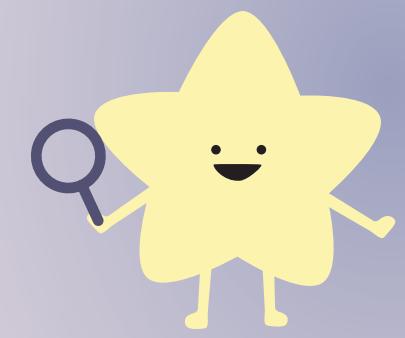
## 4 accessories

simple tie,  
minimal jewelry  
(classic watch,  
stud earrings,  
simple cuff), belts



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# research companies



familiarize yourself with the companies present!



[tinyurl.com/ewi2024Companies](https://tinyurl.com/ewi2024Companies)

Prepare a list of companies you want to speak to and research each one.

- company mission
- positions they offer and their descriptions
- their previous projects you're interested in
- company's recent accomplishments

This information is helpful to know for casual conversations and interviews. Consider how your goals align with theirs!

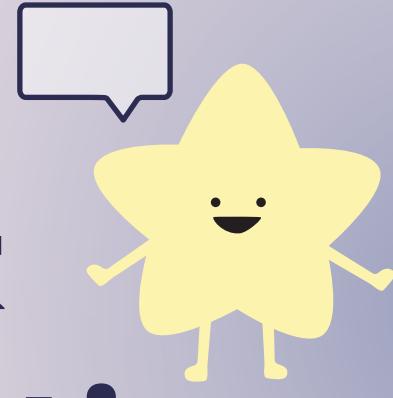
**YOUR PREPARATION WILL CONVEY YOUR ENTHUSIASM!**

## questions to consider

- What products/services does the company offer?
- What are the goals of the company?
- What is the company's work culture?
- Is their work remote or in-person?
- What positions do they offer?
- What role will you perform?

Tailor your resume to reflect the company's values and fit the requirements of the role

# 2024 networking & conversation tips ✨



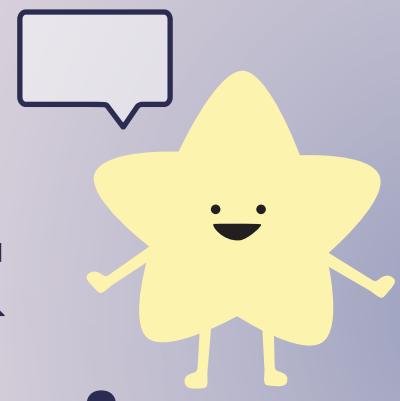
## ultimate goal

- **Build new relationships** and access career opportunities for this year or in the future
- Gain career advice for potential jobs
- Create an opportunity to offer your resume

## questions you can ask

- What are the current projects you are working on?
- How does the interview process work?
- What piece of advice has impacted your career/life?
- What advice would you give to someone just starting their career?
- What made you choose this company/career?
- What is the best part of your job?
- What type of background do you look for when hiring for this position?

# 2024 networking & conversation tips ✨



## during conversation

- Present yourself well: Introduce yourself with a firm handshake and make eye-contact. First impressions can be lasting impressions.
- Be ready to give your elevator pitch when necessary!
- Be professional enthusiasm and authenticity.
- Listen attentively and ask questions. Networking is a conversation, not a presentation:

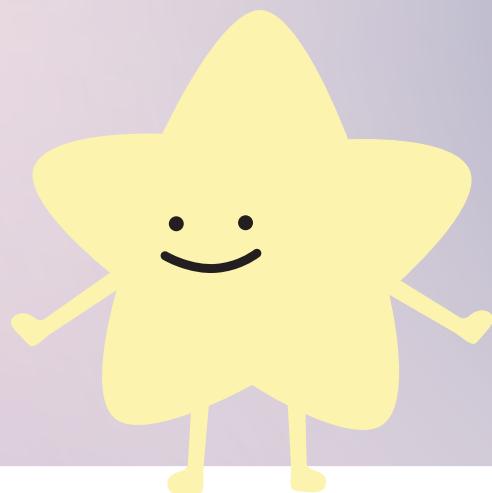
### Examples:

- What are the current projects you are working on?
- How does the interview process work?
- What piece of advice has impacted your career/life?
- What advice would you give to someone just starting their career?
- What made you choose this company/career?
- What is the best part of your job?
- What time of background do you look for when hiring for this position?

## after conversation

- Express your gratitude for their time, and give/ask the representative for a point of contact (LinkedIn/Business Card).
- **Follow-up!** Networking does not end with the career fair, so be sure to maintain your network by sending them a personal note expressing your continued interest.

# 2024 elevator pitch. ✨



## what is an elevator pitch?

- A 30 to 60-second introduction that summarizes your relevant experiences and interests when speaking to company representatives at networking events/career fairs.

## what should i include?

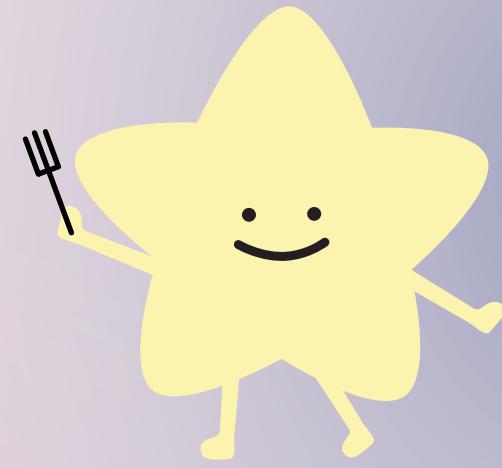
- Basic Information: Name, Major, School
- Prior Experiences: Skills, Projects, Extracurriculars (Research/Internships, etc.)
- Intentions: Future goals, what you're looking for in a job/position, how you can be a great addition to their team
- End with an engaging question!

## how to elevator pitch effectively?

- Stress your strengths and highlight your accomplishments
- Express what you want to do and why you'd be a great fit for the company.
- Converse naturally
- Practice makes perfect! Rehearse your pitch to your friends and family members to prepare for EWI!

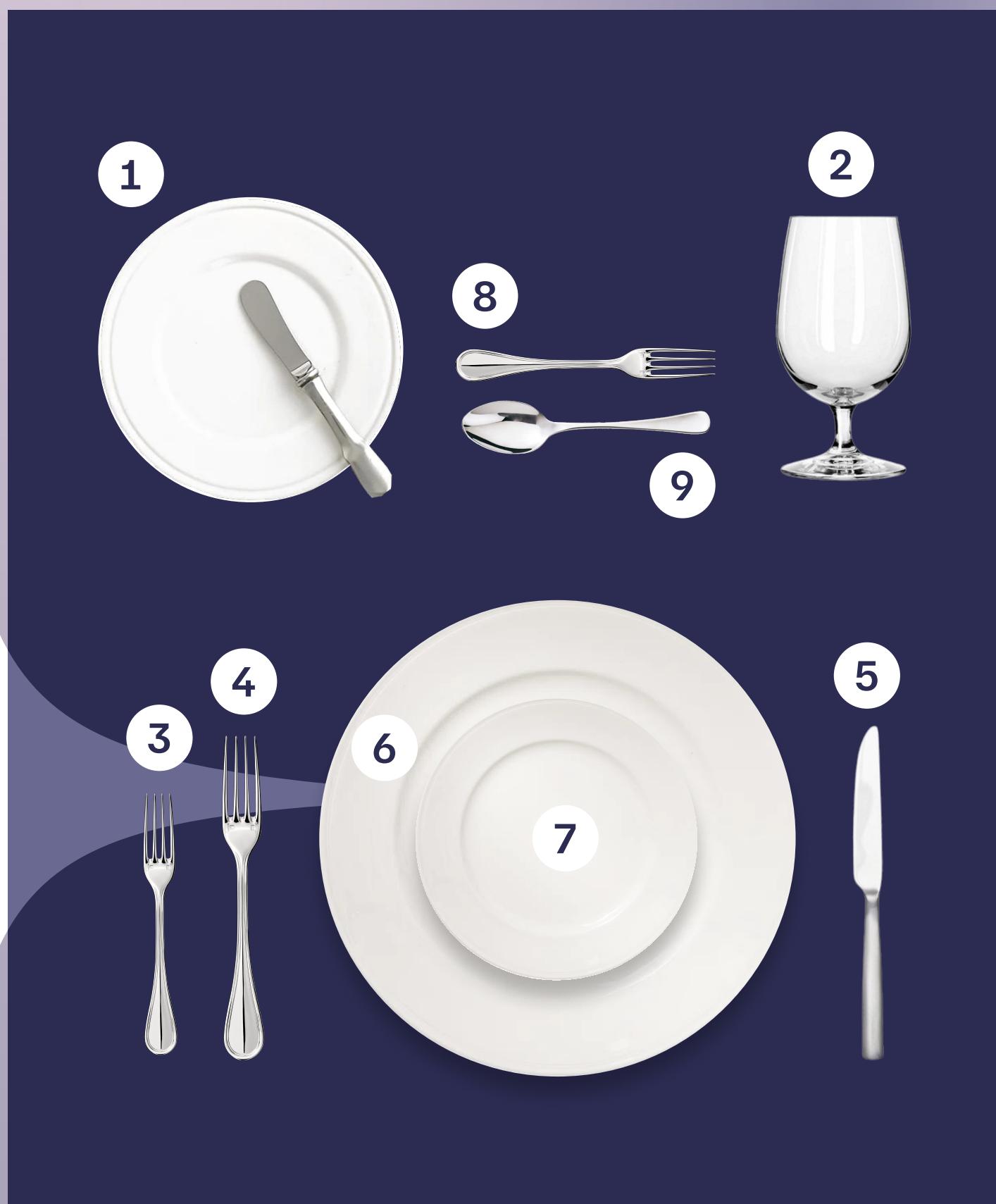
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# dinner ✨ etiquette.



## 1 table manners

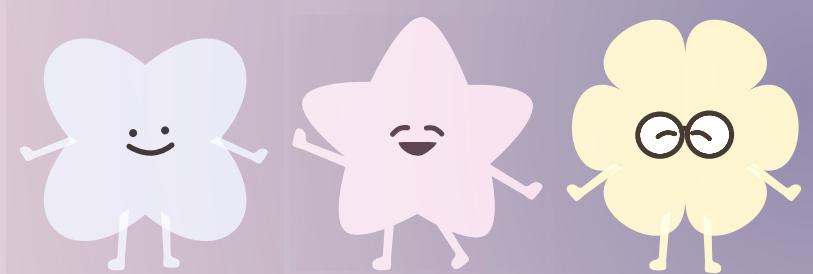
- keep your phone off and away to stay fully engaged in conversation
- do not place any briefcases, bags, devices, etc on the table (please leave your bags in the designated area)
- place the napkin on your lap right away when seated
- eat slowly in small bites to limit frequent pauses in conversation
- sit with straight posture and keep your elbows off the table
- excuse yourself if you need to leave the table before dinner concludes



- 1 bread plate/butter knife
- 2 drinking glass
- 3 salad fork
- 4 entrée fork
- 5 entrée knife
- 6 entrée plate
- 7 salad plate
- 8 dessert fork
- 9 dessert spoon

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# faqs



1

## how can i update my resume?

- email [student.liaison.ewi.swe.ucla@gmail.com](mailto:student.liaison.ewi.swe.ucla@gmail.com) with the updated copy by **2/1/24 @ 11:59 PM**

2

## what if i can't attend the entire event?

- check-in for students closes at 6:45 PM; you must attend the entirety of dinner, but are free to leave at any time during the career fair

3

## can i change my company preference?

- please provide new preferences by **Feb 1st**. although we try to cater to updated choices, seats are first-come, first-serve

4

## am i eligible for a refund?

- if you can no longer attend, you are eligible if notice is provided by **Feb 5th**. please be patient as the process may take a few days.

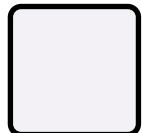
5

## when will my waitlist status update?

- we will update your waitlist positions on a rolling basis, so please keep an eye out on your email. the last day to be notified will be Feb 5th. please prepare a paypal or zelle account so you can pay as soon as you are notified!

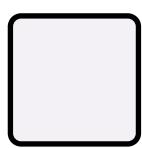
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# checklist. ✓ ✨



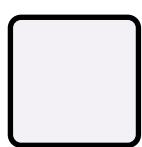
## **registration confirmation email**

make sure you know which company you're seated with for dinner!



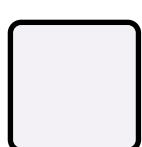
## **research company information**

leave a lasting impression on company reps by demonstrating interest and prior knowledge



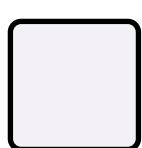
## **perfect your elevator pitch**

practice, practice, practice!



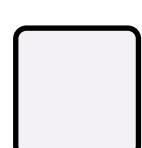
## **prepare networking/convo topics**

approach representatives to with confidence!



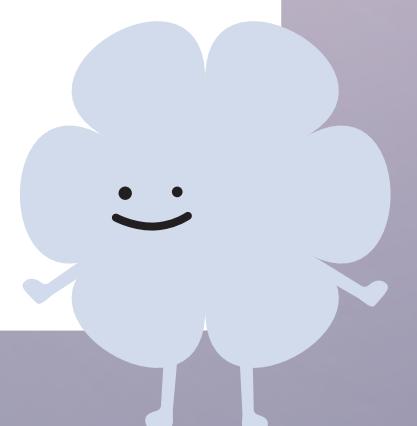
## **business formal attire**

dress for the occasion



## **10+ hard copies of your resume**

share with the companies of your choice (digital copies will be sent to companies after the event)



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# contact us



for **any questions** prior to the event,  
please email us!

**student.liaison.ewi.swe.ucla@gmail.com**



Stay updated! Follow our Instagram:

**@uclasweewi**



link to workshop slides!

**<http://tinyurl.com/ewi24workshops>**