

# Student Survival Guide



January 28 @ Carnesale Commons

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# timeline

Tuesday, Jan. 21

- registration/waitlist closes
- last day to send registration fee (non-waitlist)

Friday, Jan. 24

- last day to send updated resume (by 11:59 PM)

Sunday, Jan. 26

- last day to pay registration fee for **waitlist** admits

Thursday, Jan. 23

- rolling notification for waitlisted students

Saturday, Jan. 25

- final notifications for registrants OFF waitlist
- last day to request for eligible refund

Tuesday, Jan. 28



## Workshop Dates

**Jan. 13, 6-7 PM:** Resume Workshop w/ Lockheed Martin

**Jan. 15, 6-7 PM:** Interview Workshop w/ CDM Smith

**Jan. 21, 6-7 PM:** 'Presenting Yourself Doesn't Have To Be So Puzzling'

# schedule

**TUESDAY, JANUARY 28 @ CARNESALE COMMONS**

**5:30 -  
6:45 PM**

## **CHECK-IN**

Please receive your nametag and pamphlet for the event at  
**Carnesale Commons Floor 1**

**5:30 -  
6:45 PM**

## **NETWORKING**

Engage in small-talks with representatives from different companies at **Carnesale Commons, Floors 2 & 3**

**6:45 -  
8:30 PM**

## **DINNER**

Converse with a recruiter from your assigned company while enjoying a three-course meal at **Carnesale Commons – Palisades Ballroom**

**8:30 -  
10:00 PM**

## **CAREER FAIR**

Explore other companies stationed throughout on both floors of **Carnesale Commons – Floors 2 & 3**

# attire

While professional attire is not strictly enforced, it is highly recommended that you dress respectfully. Please prepare ahead of time to wear accordingly for the event.

## accessories

- ties
- small earrings
- wristwatches
- belts

## bottoms

- skirts below the knee
- slacks



## tops

- collared, button-down shirts
- blouse
- blazers

## shoes

- closed-toe heels
- loafers
- flats
- black socks



## general tips

- Neutral colors: natural beige, white, ivory top with blue, black, gray bottoms
- Avoid over accessorizing, can be loud and distracting
- Wear comfortable shoes (will be walking a lot during the career fair!)
- Avoid wearing flip-flops or fabric shoes
- Keep your hair in a clean style and makeup natural
- Do NOT bring any bags or backpacks (resumes only in a folder)

# research companies

*Check your email to know which company you will be seated with. Coming prepared with your research can make good conversation starters and helps convey your enthusiasm.*

## take your time!

The career fair gives you ample time to explore companies beside the one you were paired with for the dinner portion. Come with a list of companies you want to speak to beforehand and research each one.

## for starters:

1. Visit the company website
2. Read the “About Us,” “Meet Our Team,” or “Careers” pages
3. Learn about the skills the company requires or values
4. Browse social media and see what their recent works have been

# company list

🔗 <https://tinyurl.com/ewi2025companies>

## questions to consider

1. What product or services does your company offer?
2. What's the company culture like?
3. What are the company's missions and values?
4. What are the company's opportunities?
5. Will the work be in-person, remote, or hybrid?
6. What role will we be expected to perform?



## lastly...

Tailor your resume to the company you plan to speak with that demonstrates your expertise and experience in the particular field. Highlight your strengths and skills in areas the company values.

# networking tips

## take your time!

Come prepared with questions to ask your recruiter! There will be plenty of time to connect on a deeper level with the company you've been paired with, so prepare a list of questions you would like to ask the recruiter.

## follow up

- Express your gratitude for their time and exchange a point of contact (LinkedIn/business card)
- Don't ghost after the career fair! Make sure to maintain your network by sending a personal note expressing your continued interest

## questions to consider:

- 1.What does a typical day look like for you?
- 2.How do you feel you've grown in your role since joining the company?
- 3.Could you explain your team's dynamics?
- 4.What difficulties have you experienced in your role, and how did you overcome them?
- 5.Can you tell me the most important characteristics for someone to succeed in this job?
- 6.What do you like best about working for this company?
- 7.How does the interview process work?
- 8.What type of background do you look for when hiring for this position?

## general tips

- Smile and make eye contact
- Introduce yourself with a firm handshake and straight posture
- Relax your shoulders and uncross your arms
- Speak clearly and slowly without fidgeting

# elevator pitch

An elevator pitch is a short (30-60 second) professional introduction that helps initiate conversations with recruiters. Your elevator pitch should provide insight on your abilities, skills, backgrounds and interests

## think about

- What makes you unique?
- What are you seeking?
- What can you offer?
- What are some of your strengths?
- What do you want a person to remember about you?

Make sure to make it sound natural and PRACTICE! Rehearse your elevator pitch to friends and family before presenting it at EWI.

## join our workshop!

Presenting Yourself Doesn't  
Have To Be So Puzzling

Jan. 21, 6-7 PM  
Location TBD

## things to include

- Name, major, school
- Prior experience: skills, projects, extracurriculars
  - Choose 1-2 experiences and shorten each story to a sentences focusing on your actions and its results
- Intentions: future goals, what you're looking for in a job/position, what you can add to the team
- Add an engaging question to the end!



# elevator pitch



## example

"Hi, my name is Joe Bruin and I am a junior studying computer science at UCLA.

I am interested in cybersecurity and web development because they challenge me to use my analytical skills to keep information secure. Last semester, I worked with a professor to develop a program that analyzed the psychological effects of social media on Twitter users. Right now I am looking for summer internship opportunities and I am interested in learning more about your company. Can you tell me about the internship opportunities your company provides?"

## template

"Hi, my name is [NAME] and I am a [GRADE] studying [MAJOR] at UCLA. I am looking to/I am interested in [TOPIC OR SUBJECT]. I recently worked on a project that [MADE WHAT IMPACT]. I am interested in learning about [WHAT ABOUT THE COMPANY]. Can you tell me more about [A POSSIBLE OPPORTUNITY]?"

# dining etiquette



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

## general tips



1. Make good eye contact
2. Don't interrupt conversations
3. No bags, purses, sunglasses, or cell phones on the table
4. Have proper posture and keep elbows off the table
5. Do not talk with your utensils and never hold a utensil in a fist
6. Wait for everyone to be served before beginning to eat

# faq

**How can I update my resume?**

Please send your updated resume to [student.liaison.ewi.swe.ucla@gmail.com](mailto:student.liaison.ewi.swe.ucla@gmail.com) by **Jan. 21 @ 11:59 PM** so we can update it as soon as possible.

**Am I eligible for a refund?**

If you can no longer attend, a refund is eligible if notice is provided by **Jan. 25**. Refunds will be processed after the event.

**Can I change my company preference?**

Provide updated company preferences by **Jan. 21 @ 11:59 PM**. We will do our best to accommodate changes, but assignments are first-come-first-serve.

**What if I can't attend the entire event?**

You must check in by **6:45 PM** and stay for the entirety of dinner. You may leave anytime during the career fair.

**When will my waitlist status update?**

Waitlist positions are updated on a rolling basis, so please keep an eye out on your email. The last day to be notified will be **Jan. 25**. Please prepare a Paypal or Venmo account to pay as soon as you are notified.

# checklist



registration confirmation email  
*please be aware of the company you were assigned to sit with*



research company information

*if there is more than one company you are interested in, come knowledgeable in all of them as you have a chance to speak with them during the career fair*



perfect your elevator pitch

*make a lasting first impression with your 30 second self introduction; visit our workshop to practice!*



prepare conversation topics

*come up with questions tailored specifically to the company and their opportunities*



business formal attire

*reference our “attire” page for more information*



10+ hard copies of your resume

*\*\* have a digital copy available on your phone as well*

# contact us!



if you have any questions prior to EWI 2025  
[student.liaison.ewi.swe.ucla@gmail.com](mailto:student.liaison.ewi.swe.ucla@gmail.com)



stay updated with us on instagram  
[@uclasweewi](https://www.instagram.com/uclasweewi)



missed our workshops? access the slides here!  
<https://tinyurl.com/ewi2025workshops>