

VIRTUAL CAREER FAIR TIPS

SIUE CAREER DEVELOPMENT CENTER

Career
Development
Center

Registration

- Register through Cougar Jobline and Premier Virtual
- Follow the Wizard to set up your profile and upload a resume prior to the event
- Sign up in advance for employer video chats

Research Employers

- Check out the list of employers on Cougar Jobline
- Research companies to create a list of top options
- Plan your time
 - Identify employers you are most interested in and plan to speak with them first.

Prepare an Introduction

- Create a brief script introducing yourself to employers
 - Often called a "*Professional Commercial*" or "*Elevator Speech*"
- Include: name, career interests, education, experience, and relevant skills
- Create as a Word document, edit for each company & copy/paste into chat box

Virtual Professionalism

- Dress professionally
- Distraction free and clean background
- Login early to navigate platform before employers are active
- Chat and video communication options - communicate professionally and avoid text style messaging
- Stay positive and professional