



MINNESOTA STATE UNIVERSITY, MANKATO

CAREER DEVELOPMENT CENTER

Top Tips for Students Becoming Career & Internship Expo-Ready

BONUS VIDEO: [“How to Work a Career Fair”](#)

1. **Register on Handshake**— <http://link.mnsu.edu/expo2022>
 - ✓ Check out the Handshake Event Navigation Guide: <https://mankato.mnsu.edu/contentassets/d92ca113c37f4aeaa7e9baf4e076162e/handshake-event-navigation-guide.pdf>
2. **Review registered employers and make your own VIP list of who you want to prioritize visiting with at the EXPO**
 - ✓ Find Registered Employers here: <http://link.mnsu.edu/expo2022>
3. **Prepare your Elevator Pitch**
 - ✓ Check out this video to get you started: <https://www.candidcareer.com/video-elevator+pitch,ed5fdd900a274930252f,MNSU>
4. **Have a Resume**
 - ✓ How to Fill Out Common Resume Sections: <https://www.candidcareer.com/video-common+resume+sections,de8a5c5ad8c972e8e6ef,MNSU>
 - ✓ Upload to your Handshake student account and make it public for employers to view. Update your profile on Handshake too while you are at it. <https://support.joinhandshake.com/hc/en-us/articles/218693368-Getting-Started-with-Handshake>
5. **Dress Professional**

**Need help with any of these steps?
Visit your Career Development Center!**

Schedule an Appointment	Attend Quick Stop Hours in WA 209 (Drop-in availability, first-come, first-serve for a 10-15 minute meeting):	E-mail Quick Questions	E-mail your resume for review (feedback in 3-5 business days)
https://mankato.mnsu.edu/university-life/career-development-center/student-and-alumni-career-resources/services/appointments/	Mondays & Wednesdays – 11:30am-1:30pm Tuesdays & Thursdays – 1:00pm-3:00pm	cdc@mnsu.edu	cdcreviews@mnsu.edu