RVA CAREER EXPO Checklist

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| Activities to prepare for the [RVA Career Expo](http://richmondhokies.org/) | Actions | Date |
| Registered for the EXPO at [RVA Career Expo](http://richmondhokies.org/) http://richmondhokies.org/ |  |  |
| Posted Resume and or updated Resume on site |  |  |
| Reviewed my LinkedIn profile to ensure it is up-to-date and clearly communicates my career objectives. A link to my profile is posted on RVA Career Expo site. |  |  |
| Considered/practiced and/or posted Video Introduction |  |  |
| Developed and internalized my introduction to employers |  |  |
| Reviewed companies and recruiters attending |  |  |
| Selected Targets and Researched these companies |  |  |
| 1) |  |  |
| 2) |  |  |
| 3) |  |  |
| 4) |  |  |
| 5) |  |  |
| Searched connections on LinkedIn and tried to have conversations with individuals doing or supervising the jobs I am seeking. |  |  |
| Subscribe to [Twitter List of Employers at RVA Career Expo](https://twitter.com/JonThurmondHR/lists/rvacexpo-3-14-employers) |  |  |
| Subscribe to [Twitter list of volunteers for RVA Career Expo](https://twitter.com/JonThurmondHR/lists/rvacexpo-3-14-volunteers) |  |  |
| Created a list of questions for each of your target |  |  |
| Have a personal profile/summary to offer to recruiters. (They may not be able or willing to accept a resume.) |  |  |
| Have updated business cards |  |  |
| Name tag up-to-date with a professional appearance |  |  |
| Ready to dress for success: dry cleaned, polished shoes.  |  |  |
| Posted Jobs and info and tweeted information by the recruiters to support their efforts and make a connection |  |  |
| Submitted [Meetup RSVP for Mar 14 RVA Career Expo](http://www.meetup.com/http-career-prospectors-com/events/110380732/) so your support team knows me and I am attending. (Review your Meetup Intro so others know your targeted career).  |  |  |
| Reviewed targeted jobs with my Peers and accountability group so we may support one another’s career search. |  |  |
| Other |  |  |
| Other |  |  |
| I am motivated, confident and focused on making the best possible impression |  |  |
| ***I’ve taken all of these actions and am ready to begin my next adventure!*** |  |  |