

GUIDED NOTE-TAKING

Use this worksheet to help guide your notes with each of the organizations you meet with at the virtual career fair. Jot down notes of questions you want to ask and information you already have before the fair, and keep this near you during the fair to reference and add to as needed.

Remember, you will not be able to access the chat history after you leave a group or 1:1 session, so be sure to copy any links or contact information before leaving the session!

Organization name:

Recruiter name:

Recruiter email address:

Other Recruiter / Organization contact information:

Positions I am interested in:

My introduction:

Things I want to share about myself:

Things I'd like to learn about them:

Questions to ask:

Application deadlines:

Other notes: