Preparation is **CRITICAL** to successfully navigating career events and making connections. You don’t have to memorize everything! Bring this preparation “cheat sheet” with you to the event to help trigger your memory before you start conversations with companies of interest and capture follow-up notes.

**Company** | **Preparation Notes** | **Available Position?** | **Follow-up Notes**
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(Name of Company) | (Based on your research: company mission/values, what do they do, why are you interested, specific questions you may have for them?) | (What position(s) is the company hiring for? Check Handshake and company website.) | (Immediately after the conversation, distance yourself from the company and jot down a few notes about your interaction to serve as a reminder when you go to follow-up.)

**SAMPLE:**
*Fidelity Investments*

*Financial services, growth opportunities, global, earned awards for retail brokerage offerings, Edward Johnson chairman, interested in fast-paced, customer focused, autonomy, licensing earned through position, high integrity and company pride, Question - “What career paths are often taken by those who start as financial representatives?”*

*Financial Representative – in Handshake, apply on website*

*Talked with Sam Smith about the Broncos, Financial Rep. position, said to reference her in cover letter, looking for above and beyond service*