



## CURRICULUM VITAE

### How do I begin?

Start by updating your **CV** and prepare a **cover letter**.

If you need help updating your CV and writing a cover letter go to the **[ONLINE COURSE](#)** on the CareerService web site.

You can prepare your CV from scratch or use an online template prepared by the Politecnico di Milano. To view it, enter your profile by logging in to the CareerService website and proceed to updating it.

Write it in English as well it could be useful.

NB: Print many copies you cannot make extra copies on campus



## STUDY COMPANY PROFILES

**During the first day of the fair it is important to analyse the participating companies very carefully**

Check the list of participants and **click on the logos.**

You will enter the pages dedicated to each company, where **you will find lots of information:**

- business sector, location, number of employees.
- the number of available offers at this time.

Many companies may have published **useful contents** such as company descriptions, induction programmes, stories from Politecnico graduates...

Try to understand which are in line with your profile and your professional ambitions. Trying to understand the culture of every attending company will help you a lot when introducing yourself at the fair don't forget that!



## FIND THE OFFERS THAT SUIT YOU

### Analyse the job and internship offers and check you meet the requirements

Access the page of the company you are interested in

#### Click on these icons

job offers

internship offers



**Log in** and read the offers posted

Check you meet the requirements

**Apply** if you are interested



## WHAT TO DO DURING THE FAIR

### Suggestions

Check which companies will hold a presentation during the fair and **register in time** to attend the ones that are most relevant to your studies.

Dress appropriately, you do not need to dress formally, but a **good impression** can make a difference immediately.

Prepare some **questions** on the company and the jobs to ask the company representatives: this shows you are interested.

... as soon as you arrive go to the reception desk to collect the **GUIDE TO THE CAREER DAY**: inside you will find a page dedicated to each attending company with useful information and space to take notes. Remember to always write down the contact details of the managers you speak to. You will certainly find them useful later on!