

Internship Fair Prep Guide: Engineering, IT and Computer Science

UW Tacoma · School of Engineering & Technology · Fall 2026

The UW Tacoma Fall 2026 Career & Internship Fair runs **Wednesday–Thursday, Oct. 21–22, 2026, 11 a.m. – 3 p.m. in William W. Philip Hall (WPH)**. Follow the four steps below to get ready, then use the application and follow-up sections to turn fair conversations into internship offers.

At a glance

Event	Date	Time
Acing the Career Fair	Wed, Oct. 7, 2026	12:30 – 1:20 p.m.
Jobscan: AI Support for Resumes	Thu, Oct. 8, 2026	12:30 – 1:30 p.m.
Resumes that Really Work!	Wed, Oct. 14, 2026	12:30 – 1:20 p.m.
Resumania	Tue, Oct. 20, 2026	9 a.m. – 3 p.m.
Career & Internship Fair (Day 1 and 2)	Wed–Thu, Oct. 21–22, 2026	11 a.m. – 3 p.m., WPH

Start with the Oct. 7 workshop, polish your resume through Oct. 20, then attend both fair days. Sign up on Handshake first, since every event below is registered there.

Step 1: Sign up on Handshake

Your first step is to join Handshake, the job search platform for UW Tacoma students and alumni. Handshake connects you with thousands of employers. You can also find upcoming career fairs, get resume feedback, and search for on-campus jobs.

Sign up here: [Handshake for UW Tacoma](#)

Once you're in, set up your profile so recruiters can find you:

1. Log in with your UW NetID and confirm your major, graduation date and class year.
2. Upload a profile photo and write a short summary (2–3 sentences on your field, interests and the roles you want).
3. Add your skills: programming languages, tools, lab equipment, CAD software and frameworks.
4. List projects, coursework, clubs and work experience. Class and personal projects count.
5. Set your profile to visible to employers, and set job preferences (internship, location, industry).
6. Register for the career fairs and workshops in this guide so you get reminders and the employer list.

Step 2: Prepare your resume

Your resume is the first thing a recruiter sees at the fair, so get it reviewed before Oct. 21. These three events will help you build and polish it.

Event	Date	Time	What you'll get	Register
Jobscan: AI Support for Resumes	Thu, Oct. 8, 2026	12:30 – 1:30 p.m.	Learn how to use AI to match your resume to job postings and applicant tracking systems	Handshake event
Resumes that Really Work!	Wed, Oct. 14, 2026	12:30 – 1:20 p.m.	Format, content and wording that make recruiters keep reading	Handshake event
Resumania	Tue, Oct. 20, 2026	9 a.m. – 3 p.m.	Drop-in, one-on-one resume reviews the day before the fair	Handshake event

Resume tips for Engineering, IT and Computer Science students

- **Keep it to one page.** Recruiters spend seconds on each resume at a fair.
- **Lead with education and skills.** Put your degree, expected graduation date and relevant coursework near the top, then a skills section grouped by type (languages, frameworks, tools, hardware).
- **Feature projects.** For each one, name the tools used and what you built. Add a GitHub, portfolio or demo link.
- **Start bullets with action verbs and show results.** For example: "Built a Python script that cut data-cleaning time by 40%."
- **Tailor it.** Match keywords from the internship postings of the employers you most want to meet.
- **Save it as a PDF** named FirstName_LastName_Resume.pdf, and upload it to Handshake.
- **Print 15–20 copies** on quality paper for the fair.

Step 3: Attend "Acing the Career Fair"

This workshop on **Wednesday, Oct. 7, 2026, 12:30 – 1:20 p.m.** shows you how to make the most of fair day. It is the earliest event in this guide, so register first.

Register: [Acing the Career Fair on Handshake](#)

You'll learn how to:

- Research employers and plan which tables to visit
- Introduce yourself with a confident 30-second pitch
- Ask questions that get you remembered
- Dress and prepare for a professional first impression
- Follow up after the fair

Step 4: Attend the Career & Internship Fair (two days)

The fair runs two days in William W. Philip Hall (WPH). Day 1 is focused on engineering and technology employers; Day 2 covers all industries. Engineering, IT and Computer Science students should attend both, since many Day 2 employers also hire for technical roles.

Day	Fair	Date	Time	Location
Day 1	UW Tacoma Engineering & Technology Career & Internship Fair – Fall 2026	Wed, Oct. 21, 2026	11 a.m. – 3 p.m.	WPH
Day 2	UW Tacoma All Industries Career & Internship Fair – Fall 2026	Thu, Oct. 22, 2026	11 a.m. – 3 p.m.	WPH

Register for both days with one link: [Career & Internship Fair on Handshake](#)

Before the fair

1. Register for the fair on Handshake (one registration covers both days) and check the list of attending employers.
2. Pick your top 5–10 employers. Read their websites and open internship postings.
3. Prepare one or two specific questions for each, such as "What does a typical project look like for interns on your team?"
4. Practice your elevator pitch out loud until it feels natural.

Your 30-second elevator pitch

Use this pattern and make it your own:

"Hi, I'm [Name], a [year] studying [major] at UW Tacoma. I'm interested in [field, e.g. embedded systems or software development]. Recently I [project or experience and a result]. I saw that [Company] is hiring [role], and I'd love to learn more about what interns work on."

What to bring

- 15–20 printed copies of your resume in a folder or portfolio
- Your Husky Card
- A pen and small notebook to write down names and notes
- Your phone with your Handshake profile and LinkedIn ready to share
- Business casual clothes (a collared shirt or blouse, slacks or skirt, clean closed-toe shoes)

At the fair

- Arrive early. Recruiters are freshest and lines are shortest in the first hour.
- Visit a lower-priority employer first to warm up.
- Make eye contact, smile, and offer a handshake.
- Ask how to apply and what the timeline is. Many employers will direct you to apply online.
- Ask for each recruiter's business card or contact info, and write a quick note about your conversation right after you leave the table.

How to apply for internships

Most employers you meet at the fair will ask you to apply online, so plan to submit applications within a few days of the fair while you're still fresh in the recruiter's mind.

1. **Find the posting.** Search Handshake, the company's careers page and LinkedIn. Use filters for "Internship," your major and location.
2. **Tailor your resume.** Mirror key skills and terms from the posting. Many companies screen with applicant tracking systems that look for those keywords.
3. **Write a short cover letter when asked.** Three paragraphs: why this company, what you bring (one or two specific projects), and a thank-you with your contact info. Mention the recruiter you met at the fair by name.
4. **Complete every field.** Attach your GitHub or portfolio link and double-check spelling, dates and your GPA if requested.
5. **Prepare for assessments.** CS roles often send online coding challenges (practice on LeetCode or HackerRank). Engineering roles may ask technical or design questions.
6. **Prepare for interviews.** Practice behavioral questions with the STAR method (Situation, Task, Action, Result). Be ready to walk through a project in detail and explain your decisions.
7. **Track your applications.** Keep a simple spreadsheet so you know what's pending and when to follow up.

Company	Role	Date applied	Contact	Status	Next step
Example Co.	Software Engineering Intern	Oct. 24	Jane Smith, Recruiter	Applied	Follow up Nov. 7

Tip: Apply broadly. Many students send dozens of applications before landing an offer, so keep going.

Follow up after the fair

Send a thank-you email to every recruiter you spoke with within 24–48 hours. Few students do this, so it helps you stand out.

1. **Within 24–48 hours:** Email each recruiter. Reference something specific from your conversation and attach your resume.
2. **Same week:** Connect on LinkedIn with a short personal note, and apply to the roles you discussed.
3. **One to two weeks after applying:** If you haven't heard back, send a brief, polite check-in.
4. **Keep it going:** Update your tracker, keep applying, and visit Career Services for interview practice.

Sample thank-you email

Subject: Thank you – UW Tacoma Career Fair, Oct. 21

Dear Ms. Smith,

Thank you for speaking with me at the UW Tacoma Engineering & Technology Career Fair on Wednesday. I enjoyed learning about your team's work on [specific project or topic], and it confirmed my interest in the [role] internship.

As a [year] [major] student, I've [one relevant project or skill]. I've applied for the position online and attached my resume for your reference.

I'd welcome the chance to talk further. Thank you again for your time.

Best regards,
[Your Name]
[Major], University of Washington Tacoma
[Email] | [Phone] | [LinkedIn or portfolio link]

LinkedIn connection note

"Hi [Name], it was great meeting you at the UW Tacoma Career Fair. Thanks for telling me about [topic]. I'd like to stay connected as I apply for the [role] internship."

Your prep checklist

- ☐ Create and complete my Handshake profile
- ☐ Register for Acing the Career Fair (Oct. 7)
- ☐ Attend a resume event: Jobscan (Oct. 8) or Resumes that Really Work! (Oct. 14)
- ☐ Get my resume reviewed at Resumania (Oct. 20)
- ☐ Register for both fair days and research my top 5–10 employers
- ☐ Practice my elevator pitch
- ☐ Print 15–20 resumes and plan my outfit
- ☐ Attend Day 1 (Oct. 21) and Day 2 (Oct. 22) in WPH
- ☐ Send thank-you emails within 48 hours
- ☐ Apply online and update my application tracker

Resources

- [Handshake for UW Tacoma](#)
- [School of Engineering & Technology – Student Success](#)