



LCWU Industrial Open House 2025 – Checklist for Students & Alumni

This checklist prepared by **ORIC** will help **students and alumni** prepare for, navigate, and follow up effectively after the **LCWU Industrial Open House 2025**.

Before the Industrial Open House

Task	Details/Actions
Read Support Resources	Review guides and tips on maximizing networking and job opportunities at the event.
Understand Industrial Open House Objectives	Read about Industrial Open House: Students and Alumni Guide .
Check Do's & Don'ts	Learn the best practices for interacting with recruiters and industry professionals .
Review Participating Organizations	The list of participating industries and companies will be shared before hand.
Plan Your Priorities	Identify top companies and roles of interest and mark their booth locations on the event map.
Research Companies	Visit company websites, study their projects, hiring trends, and roles advertised .
Prepare Your Introduction	Develop a 1–2 minute introduction focusing on your skills, experience, and career goals .

1-2 Days before the Industrial Open House

Task	Details/Actions
Customize & Print Résumés	Tailor multiple copies of your résumé for different job roles and industries .
Organize a Portfolio	Prepare a folder or professional portfolio to hold your résumés, notes, and collected materials .
Bring Necessary Supplies	Carry a notebook and pen for taking notes on job openings and recruiter feedback.
Dress Professionally	Choose business or business casual attire to leave a strong impression.

Day of the Industrial Open House

Task	Details/Actions
Arrive Early	Locate your priority booths before crowds build up .
Engage with Recruiters	Introduce yourself confidently and express interest in roles suited to your skills .



Network with Peers & Alumni	Connect with fellow students, LCWU alumni, and industry representatives.
Collect Business Cards & Materials	Gather recruiter contact details, brochures, and job descriptions for follow-ups.
Be Mindful of Time	Keep your interactions concise and professional to respect others waiting in line.

After the Industrial Open House

Task	Details/Actions
Review Notes & Materials	Organize your collected business cards, notes, and recruiter feedback.
Follow-Up via Email	Send personalized thank-you emails to recruiters within 48 hours.
Apply for Discussed Roles	Follow up on job and internship opportunities through official application channels.
Connect on LinkedIn	Add recruiters, peers, and industry professionals to maintain relationships.

Final Note

By following this checklist, students and alumni can maximize career opportunities, build industry connections, and position themselves for future success.

✉ For assistance, contact:

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🚀 Prepare, network, and make an impact at the LCWU Industrial Open House 2025! 🎓 🏢 ✨