

# CAREER FAIR TIPS

## STUDENT PREPARATION



### RESEARCH

View the list of attending employers and research companies that interest you and develop questions you would like to ask them. Many employers who attend Career Fairs are interested in students from all majors and hire for a variety of fields. Keep in mind, it's not just a job fair, it's a networking event where you can also make valuable connections and build your network.

### PREPARE WHAT TO SAY

Offer a firm handshake and make direct eye contact. Develop your 30 second introduction and practice it before the fair. Make sure your introduction sounds natural, not rehearsed. Your introduction should include:

- Who you are
- Your education or experience related to the job
- What type of opportunity you seek
- Example of a "30 Second Self Introduction (Elevator Speech - see *handout*)"



### WRITE DOWN QUESTIONS TO ASK

Think about questions that will show your interest in the company and will help you learn about opportunities.

- 1.
- 2.
- 3.

### PREPARE A RESUME

Employers expect you to have a professional resume. Make sure your resume is error free. Bring several copies of your polished resume to a Career Fair. For resume writing help, review a Resume Guide - see *handout*)

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### DRESS THE PART

Your appearance can go a long way toward the impression you make and how recruiters remember you. Appropriate dress is business casual, so leave the jeans, shorts, flip flops, and t-shirts at home.

### USE YOUR TIME WISELY

You only have a couple of minutes to impress them. Take time to talk to employers — don't just drop off your resume. Ask questions that will help you determine if you want to work for the organization. Before you leave their table, ask for a business card or name and e-mail.

### MAKE A GOOD FIRST IMPRESSION

Don't wait for the employer to make the first move. Show initiative, greet the employer, and use your prepared introduction. Be sure to shake hands, make good eye contact, and smile. Don't have your friends hanging around you when you talk to representative.

#### **Demonstrate Your Knowledge of the Company:**

- Communicate to the employer that you have done your research and how you may fit in their organization. Find out what opportunities exist for someone in your field.

#### **Remember Names and Companies:**

- Be sure to get the recruiters name and business card, if available, and take notes about your conversation.

#### **Make a Lasting Impression:**

- Before you leave the fair, return to the booth of any employer in which you have an interest. Thank the recruiter again for their time, and let them know you will be in touch. This will help you be remembered!

### AFTER THE EVENT

#### **Follow Up:**

- If a recruiter asks for you to send a résumé or other information, do so as soon as possible. Send a thank you note to the recruiters you spoke to. Mention your discussion at the career fair, your qualifications, your interest in the organization, and anything you forgot to mention at the career fair.

