



# CAREER FAIR TIPS FOR SUCCESS

## ***Before the Career Fair***

- **Identify your top 10 organizations** and begin researching basic information about them including size, location, products and services, history, financials, and mission/vision statement. Use resources such as the organization's website, LinkedIn, Glassdoor, and news articles.
- **Polish your resume.** Stop by during our drop-in hours to review your resume (Mondays - Thursdays 1pm - 3pm). Print out 15-20 copies to bring to the career fair in a portfolio or binder.
- **Review and practice your answers to common questions** such as "Why did you choose your major?" and "Why are you interested in our organization or this particular position?" Prepare a few questions to ask the recruiters-- questions that can't easily be answered from the organization website.
- **Create and practice your elevator speech,** a 15-30 second introduction to who you are and why you are interested in the organization. See back of sheet for examples.
- **Prepare your attire.** Wear a business suit in a conservative color such as black, brown, navy, or gray with a white or pastel collared shirt and closed toed comfortable shoes. All tattoos must be covered and jewelry worn minimally. Keep cologne or perfume to a minimum. All coats will be checked at the Ballroom entrance and book bags should be left at home.
- **Remember to bring** a pen, paper, and portfolio to jot down notes, recruiter names, next steps, and collect literature and/or business cards.

## ***During the Career Fair***

- **Pick up a fair map and nametag.** Career Services provides several check-in stations. Locate your top 10 organizations, fill out your nametag, and place below your right shoulder.
- **Don't travel in groups.** This isn't a social event; it's a chance for you to market yourself as a future employee.
- **Build a relationship** with each recruiter by smiling, offering a firm handshake, and making eye contact.
- **Use your elevator pitch!** Demonstrate a positive, friendly, and conversational demeanor.
- **Gather information** and materials from each organization, including business cards when possible.
- **Showcase your enthusiasm and knowledge** while asking your prepared questions. Your questions will help you gain an in-depth understanding of the organization and its opportunities, allowing you to assess your fit.
- **Take notes after each conversation** and identify next steps, including filling out an online application.

## ***After the Career Fair***

- **Send thank-you notes** to recruiters you met at the Career Fair within 24 hours, not only to thank them for their time, but also to express your interest in the organization and its opportunities. Have someone proofread your note before sending it out.
- **Apply** to the companies with whom you have an interest.
- **Create a system** to organize your materials, notes, and contact information.
- **Plan to follow up** with recruiters if you do not hear back from them regarding your job or internship application 2-3 weeks after the career fair. You may say something like, "I am following up to find out the status of my application." Remain professional.
- **Use professional contact information.** Your email address and cell phone voice mail message should be professional. No music may be used for your cell phone voice mail message.

