Career Fair Tips

Before the Fair --- PREPARE

- Review the list of participating employers.
- Click on the Career Events menu.
- Scroll down OR search by selecting the Category drop down menu and then Search.
- Find the Career Fair in the list of Career Events.
- Click the 'View Employers Attending' on the top of the screen.
- Click on 'Advanced Search' to sort by your major and/or by position.
- **Research the employers so you know what they do and where they are located.**
- **Update and PROOF your résumé**
- Print your résumé days in advance. Print enough so you do not run out at the career fair!
- Practice introducing yourself to employers. (1 minute speech about yourself—goals, skills, experiences, what you are seeking.)
- Prepare 1-2 questions to ask employers.

During the Fair --- COMMUNICATE

- **Dress appropriately to make a professional impression.**
- Bring copies of your resume. (Cover letters not necessary for career fairs.)
- Be aware of your body language. *Do not chew gum, fidget, slouch, or look around the room while recruiter is speaking with you.*
- Keep a positive attitude.
- Be considerate of other students also waiting to speak to the employer.
- Ask questions and take notes to keep track of pertinent information.
- Request a business card or write down recruiter’s name/contact info.

Make a good first IMPRESSION!

- Dress appropriately.
- Smile!
- Make eye contact.
- Use a firm handshake.
- Introduce yourself.
- Show interest in the recruiter.

After the Fair — FOLLOW UP

- Send a follow-up note (letter or email) to employers that interest you. Reinforce your strengths and your interest in working for that employer.
- Complete any applications or online instructions you were given.
- Submit prescreens through the Gold Mine if the company is returning to campus later to conduct interviews.