

Career Fair Tips



Before the Fair ---PREPARE

- Review the list of participating employers.
- Log onto **Handshake** OR get the **Career Fair Plus App (Search SDSM&T)**.
- In **Handshake** - click on the **Events** in the top navigation bar, then underneath click **Fair Search** OR click **Upcoming Events** and search for **South Dakota Mines Fall Career Fair**.
- Once chosen – click **View All Employers** button for a list of all employers registered and their company information.
- **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 (30 second elevator 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 in Business Professional Attire.
- 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.