

# **CAREER SERVICES** | **HOW TO WORK A CAREER FAIR**

Preparation is the key to success at a career fair. The more ready you are, the more confident you'll feel and the better chance you'll have to make a great impression on employers.

## **develop a strong resume**

- Highlight your skills and accomplishments
- Make several copies and bring them!

## **research organizations attending**

- Know about the company: size, location, major competition, history, philosophy, new services, organizational structure.
- Focus on companies of interest.

## **develop a 30-second intro**

- Write out your introduction before the job fair.
- Articulate your skills and how they can benefit the employer.
- Intro should evolve into a conversation, ask and answer questions.

## **introduce yourself and shake hands**

- Career fairs test your social skills.
- Practice your ice-breaking skills before the career/job fair.

## **dress appropriately**

- Dress professionally.
- Business casual is fine, but don't go too casual.

## **ask intelligent questions**

- If you have done your research, you should have questions:
  - What is a typical workday like?
  - How did you get started with the organization?

## **focus on what you can offer**

- Tell them what you can do for them, instead of what they can do for you.

## **take notes**

- Write down notes about the conversations you had.

## **send thank you notes and follow up on promises**

- Thank all representatives for their time with an email and reiterate your interest.

**Show Up Ready. Leave with Opportunities.**