

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.