

CAREER FAIR TIPS FOR SUCCESS

Get the most out of the Career Fair by following these 11 tips for before, during and after the event.

BEFORE THE EVENT

1 RESEARCH EMPLOYERS



View the list of attending employers and research companies that interest you. Many employers who attend Career Fairs are interested in students from ALL majors and hire for a variety of fields. Keep in mind, it's not just a job fair, it's a networking event where you can also make valuable connections and build your network.

2 PREPARE WHAT TO SAY

Develop your 30 second introduction and practice it before the fair. Make sure your introduction sounds natural, not rehearsed. Your introduction should include who you are, your education/experience, and what type of opportunity you seek.

3 WRITE DOWN QUESTIONS TO ASK



Think about questions that will show your interest in the company and will help you learn about opportunities. View sample questions ([link to sample list of questions](#))

4 PREPARE A RESUME

Employers expect you to have a professional resume. Bring several copies of your polished resume to a Career Fair. For resume writing help or resume critique, schedule an appointment with the Career Center.

5 DRESS THE PART



Your appearance can go a long way toward the impression you make and how recruiters remember you. Appropriate dress is business casual, so leave the jeans, shorts, flip flops, and t-shirts at home.

AFTER THE EVENT

11 FOLLOW UP



If a recruiter asks for you to send a résumé or other information, do so as soon as possible. Send a thank you note to the recruiters you spoke to. Mention your discussion at the career fair, your qualifications, your interest in the organization, and anything you forgot to mention at the career fair.

DURING THE EVENT

6 USE YOUR TIME WISELY



You only have a couple of minutes to impress them. Take time to talk to employers – don't just drop off your resume. Ask questions that will help you determine if you want to work for the organization. Before you leave their table, ask for a business card or name & e-mail.

7 MAKE A GOOD FIRST IMPRESSION

Don't wait for the employer to make the first move. Show initiative, greet the employer, and use your prepared introduction. Be sure to shake hands, make good eye contact, and smile. Don't have your friends hanging around you when you talk to representatives.

8 DEMONSTRATE YOUR KNOWLEDGE OF THE COMPANY



Communicate to the employer that you have done your research and how you may fit in their organization. Find out what opportunities exist for someone in your field.

9 DO NOT BE DISTRACTED BY ALL OF THE FREEBIES

10 REMEMBER NAMES AND COMPANIES



Be sure to get the recruiters name and business card, if available, and take notes about your conversation.