

How to Prepare for the Career Fair

1 Before the Fair

- Download the Fairs app** to research organizations, and open positions.
- Come to Resume Rush** to prepare your resume for the fair.
- Visit Handshake** to upload your resume and browse internship/job opportunities.
- Practice your 30-second “elevator pitch”** to make a professional and memorable introduction to employers at the Career Fair.
- After you’ve researched the organizations you’re interested in, take note of questions you want to ask the recruiters you speak with at the fair.

2 During the Fair

- Interact with recruiters on your own.** Make your own positive first impression! Smile, give a strong handshake, and maintain a positive attitude.
- Bring copies of your resume** in a professional portfolio or folder.
- Dress for success.** Recommended dress is suits, jackets, dress shirts, nice slacks or a pencil skirt, and dress shoes or flats.
- Collect business cards** or contact information from employers to follow-up after the fair.

3 After the Fair

- Your follow-up process is important!** Follow-up over email with the employers you met, mention details of your conversation, share your interest in the position, and provide them with your resume.
- Continue your research** on the organizations you met and opportunities you learned about by looking at employer websites and browsing posted job descriptions.
- Check out Handshake** for job postings and future on-campus interviews.



Elevator Pitch



Who are you? (Your name, major, year in school)



What are your main interests, skills, and strengths? What experience have you had?



How can you benefit the employer/organization?

10 Questions Employers Want to Hear

- 1. What kind of positions or internships exist within your organization for students graduating this year?**
- 2. What kinds of skills and experience do you look for in the employees you hire?**
- 3. Which courses or professional experiences do you suggest pursuing to be a successful candidate?**
- 4. What made you choose to work for this company?**
- 5. Can you describe your organization's culture?**
- 6. What do I need to know about the application process?**
- 7. Do you have any advice for someone wanting to enter this field?**
- 8. How should I go about applying for a position within your organization?**
- 9. What types of people do well within your organization?**
- 10. May I contact you later if I have other questions?**

