How to Prepare for the Career Fair

Before the Fair

Come to drop-in advising hours at the Career Center Tuesday - Friday 11 AM - 3 PM to prepare your resume for the fair.

Visit Handshake to update your resume, research organizations that will be attending the fair, and browse 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.

During the Fair

Interact with recruiters you are interested in. Make a positive first impression and learn more about their opportunities! Elaborate on your own skills and interests through your elevator pitch.

Bring copies of your resume in a professional portfolio or folder.

Dress for success. We recommend wearing business casual attire. To us, that means clothes you would expect employees to be wearing in a business office. Overall, it is important to make sure that your clothes are clean and in good condition.

Collect business cards or contact information form employers to follow-up after the fair.

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 browisng posted job descriptions.

Check out Handshake for job postings and future on-campus interviews.

10 Questions employers want to hear!

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

Elevator Pitch (30 sec)

5 Seconds

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

10 Seconds

How can you benefit the employer or organization?

15 Seconds

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

CAREER CENTER
COLORADO STATE UNIVERSITY