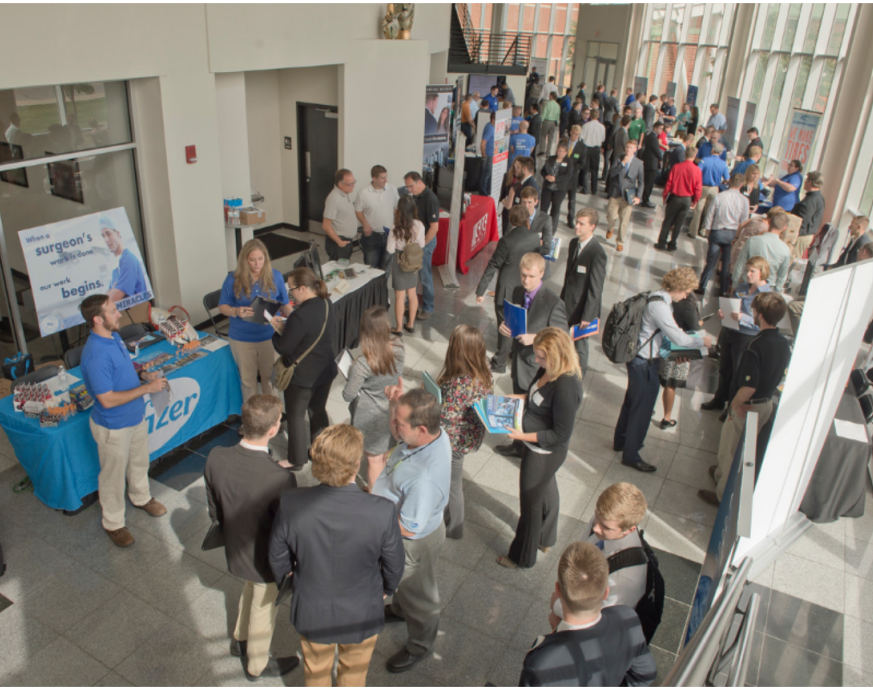


HOW TO WORK A CAREER FAIR



Career Center
University Center, 2nd floor

Why attend a career fair?

- Meet top employers face to face
- Network with new contacts
- Get interview practice
- Discover employment options
- Learn about companies nearby

How to Ace the Career Fair

- Research the organizations attending before the career fair (pick your top 10)
- Polish your resume and print at least 20 copies
- Dress in professional interview attire
- Bring a professional folder with your resumes and questions you'll ask
- Be prepared to introduce yourself and ask about the opportunities that most interest you
- Always be polite, positive, and patient; good listening skills make you stand out
- Send a personal thank you to recruiters you spoke to, regardless of the outcome

Download the App to
see participating
organizations

 handshake



Professional Folder Checklist

- ✓ Directions and map for the fair
- ✓ Company information based on research
- ✓ A notepad
- ✓ Questions you'll ask
- ✓ Two or more resume copies for each targeted company
- ✓ Extra pens
- ✓ Breath mints

Before the Career Fair

Set goals – what organizations and industries do you want to learn about?

Update your resume

Research the organizations attending

Prepare questions you want to ask recruiters

Practice your introduction and basic interview questions

Plan a professional interview outfit (with comfortable shoes)

Organize your professional folder

During the Career Fair

Review the participants list for last minute additions

Explore the career fair without friends to maximize your impact

Allocate your time wisely – look for shorter lines first

Make eye contact, smile, and shake hands firmly while introducing yourself to recruiters

Don't chew gum – make sure your teeth and breath are clean

Ask questions about the organization, but not about salary or benefits

Collect business cards and company brochures

After the Career Fair

Record notes and next steps after speaking with a recruiter

Follow up immediately with a thank you card or email

Respond to follow up calls and emails from recruiters within 24 hours

If you aren't interested in a position, write a withdrawal email