

# ***CAREER FAIRS AND EVENTS***

## **What are the benefits of attending a Career Fair?**

- Learn about the variety of positions available to college graduates
- Talk to someone currently working in your field of interest
- Practice interview skills
- Learn about experiential opportunities
- Establish contacts to build your professional network
- Discuss major and minor options for value and interest to organizations
- Receive referrals for job leads
- Obtain employment

## **How should I prepare for the Fair?**

- Determine your goals and create a strategy to make the most of your time
- Review the participating organizations of the fair page in Handshake
- Select the top five employers you are interested in visiting first
- Research employers and develop informed questions before visiting their table
- Update your resume and bring plenty of copies with you the day of the fair
- Prepare an "elevator speech" for introductions
- Look for and attend workshops offered prior to the fair

## **What should I do during the Fair?**

- Dress professionally
- Present yourself professionally at all times
- Be organized - carry a folder or portfolio with copies of your resume
- Arrive as early as possible while employers are fresh and have adequate supplies

## **What do I do at the Employer's Table?**

- Maintain professional space when approaching and introducing yourself
- Use eye contact, a firm handshake, and body language to convey interest & confidence
- Speak naturally - avoid presenting your elevator pitch like a robot
- Ask open-ended questions
- Collect organizational literature and a business card
- Ask what the preferred way is to follow up
- Do not take "freebies" until you are leaving the table

## **What should I do after the Fair?**

- Send thank you notes to recruiters of interest (hint: use business cards for reference)
- Follow up with a cover letter and resume to companies you are seriously interested in
- Keep and file the literature you collect in case you obtain an interview
- Improve your resume if the employer representative made any suggestions
- Maintain contact with employers via email or phone based on their preference
- Connect with employers you met via LinkedIn