Career Fair Tips

First Impression

• Dress professionally
  Professional and conservative is the safest bet. Your professional wardrobe should consist of the basics:
  o A solid color, conservative suit with coordinating shirt, tie for males, and coordinating shoes.
  o Be sure to have clean nails, minimal jewelry, and light on the perfume/cologne and makeup.
  o No gum!
• Firm handshake
• Positive body language - eye contact and smile

Prepare Your Resume

• Attend Resume Writing 101 workshop at Career Services
• Have your resume reviewed
• Take sufficient copies of your resume, on quality paper, to the Career Fair

Do Your Homework

• Know who is attending the Career Fair
  o Review the companies listed on the Career Services website (click on Company Name to see company overview)
• Identify and prepare a TOP 10 list of companies to visit at the Career Fair
• RESEARCH your TOP 10 list - beyond the homepage of their websites
• Prepare a list of questions to ask the recruiter and practice them out loud

Action!

• Arrive early
  o Revisit your TOP 10 list to plot your course inside the venue, hitting the right companies at the right time.
• Utilize your 30-Second Me speech
• Treat this event as a prime networking opportunity
• Make sure that you listen to the recruiter
• Introduce yourself with resume in hand so the recruiter can refer to it during the conversation and possibly take notes. It's a good ice-breaker.
• Brush up on current events so that you can discuss industry trends
• Estimate a 5-10 minute window with each recruiter on your list, who should be treated as though they are the hiring manager.
• Get to the point and be succinct in your responses, allowing more time for you to talk about your main objectives and key accomplishments; ask relevant questions about the company.

Remember Me?

• Collect business cards
• Send follow up/thank you information to the recruiters following the event
• Don't travel in a group
• Don't appear as though you're shopping
• Career Fairs are not scary!