



Tips on Making the Most of the Career Fair

Before the Fair

- Research, research, research!! Go through the list of employers and determine which companies you have an interest in. Then, learn about them. Visit their website and find out everything you can about their organization. Come up with a few questions to ask recruiters about their company. Asking specific questions about a certain company will show the recruiter that you have done your homework.
- Clean up your resume. Have it critiqued at the Career Design Center or if you are crunched for time, have a few friends that you trust look it over. Don't give out a resume with typos!

During the Fair

- When you arrive at the fair, walk around to get a feel for the atmosphere. Take some time to watch other people interact with employers (even the ones you are interested in). When you feel confident approach recruiters.

Tips on Introductions:

- Tell the recruiter your name, year in school, and what type of position you are interested in (i.e. full-time, internship, etc.). Next, tell them your major, your career interests, and why you came to this particular company's table. Offer a firm handshake and have good eye contact. Be prepared to present your resume.
- Show the recruiters that you have the qualifications their company is looking for AND you are a good candidate for their company.
- Answer all questions honestly. If the recruiter asks for your GPA, tell them.
- Request a business card from each person you speak with.
- Make notes while the conversation is still fresh in your mind.

Total Package Candidate

- ✓ Professionally dressed
- ✓ Shows Initiative
- ✓ Enthusiastic
- ✓ Confident
- ✓ Sincere
- ✓ Genuine Personality
- ✓ Come prepared
- ✓ Smile!

After the Fair

- Spend the evening after the EXPO recopying any notes you took and writing thank you notes. You should send a thank you note to each recruiter that you spoke with.
- Make sure you have the correct spelling for the first and last name of the person to whom you send the thank-you letters (This is one reason for requesting a business card).

Good Questions to Ask

- What opportunities are there for people with a background in (your major) in this company?
- What skills/qualifications are required for this position(s)?
- What opportunities for growth are available with your company?