



CAREER FAIR TIPS

FIRST IMPRESSION

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

PREPARE YOUR RESUME

- Reach out to the Center for Student Success (CSS) for suggested business resume formats
- Have your resume reviewed by the CSS
- Take sufficient copies of your resume, on quality paper, to the Career Fair

DO YOUR HOMEWORK

- Know who is attending the Career Fair
 - 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
 - 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

QUICK TIPS

- Don't travel in a group
- Don't appear as though you're shopping for the free promo items
- Career Fairs are not scary!