

**Who should attend a career fair?** Everyone! Even if you're not searching for a job or internship it's a great way for you to get more information about working for different companies, and what the culture is like at a nonprofit vs. a fortune 500 company vs. a government agency. Learn about careers, network, and know what's out there for jobs and how to set yourself a part for when you apply!

## **Before the Career Fair:**

**Have an action Plan-**Choose 5 companies that you are very interested in learning more about then 5 or 6 additional companies you would like to speak to at the fair. Be sure to visit your low priority companies first so you can practice your approach for the high priority employers.

**Research-**Every career fair will provide a list of companies that will be attending. Be sure to look at the website and read about what the company does, who they hire for, and prepare some questions for the employer based on your research.

**Review your skills-**You're not only here to find out more about companies and how to apply, but you're here to market yourself. Prepare a 30-60 second "commercial" that will advertise your skills and experience to a recruiter. Practice saying this out loud and have specific examples to back up your statements.

**Plan what to wear-**Wear a clean and pressed suit, don't over accessorize, and wear sensible shoes.

## **At the Career Fair:**

### **Make a good first impression**

- TURN OFF YOUR CELLPHONE!!
- Don't chew gum, and carry mints
- Have a firm hand shake and make eye contact
- Smile

### **Be confident**

- Demonstrate your knowledge of the company's mission
- Hand your resume to the recruiter and ask for a business card
- Emphasize your skills and personal qualities

### **Ask questions**

- "I understand xyz company is expanding globally, how will that expansion impact the company?"
- "I understand you're not hiring right now, but what are the typical entry-level positions at your organization?"
- "How can applicants for this internship set themselves apart from everyone else?"
- "I'm very excited about xyz opportunity, and I wanted to know what would be the next steps for getting my foot in the door for an interview?"
- "I really enjoyed our conversation, and I wanted to know what would be the best way to follow up with you?"

## **After the Career Fair:**

**Follow up-** A thank you note can really set you apart from everyone else so email, call, or fill out their online follow up application referencing a few points from your conversation that day.

**For tips directly from recruiters watch this 3 minute video on YouTube!**

<http://www.youtube.com/watch?v=KrLtl0FsJmM>