

## **How to Make a Career Fair Work for You**

### **BRING RESUMES**

- Develop a polished, professional-looking resume and have it ready to present to employers.
- Career Services will help you write your resume and will critique your drafts. Drop it off at our office and it will be ready for pick-up in 48 hours.

### **DO YOUR RESEARCH**

- Look at the list of companies who will be in attendance. Research those that sound interesting by reading their website.
- Jot down some informed questions to ask the company representative based on what you learn.

### **PAY ATTENTION TO PRESENTATION**

- Make a good first impression
- Dress appropriately. “Business casual” attire is expected at an on-campus fair; for other fairs a suit may be necessary. If in doubt about what to wear, opt for more dressed-up rather than less.
- Shake hands firmly and maintain good eye contact. Be positive and enthusiastic. Show that you are interested in what the recruiter has to say.
- Wait until you are leaving the table to take the “freebies” offered.

### **PRACTICE SPEAKING ABOUT YOURSELF**

- Be prepared to give a 30 second commercial about yourself indicating your year in school, your major, your area of interest, and the type of position you are seeking (full-time entry level, internship, summer).  
Ex: “Hello, my name is \_\_\_\_\_. I am a senior at Clark, finishing up my degree in Psychology and Women’s Studies. I’m interested in beginning a career in human services and I read that your agency provides services to families in crisis. I’d like to learn more about the entry-level career opportunities you have available.” Go on to speak about particular experiences and accomplishments related to your career.

### **FOLLOW-UP**

- Get a business card from each of the people you talk to. Right after you leave the table, jot down something about the company and your discussion.
- Follow-up with a thank you letter or email to the recruiter, mentioning something you learned from talking with him/her. If you are interested in being considered for a position state that, and reiterate the qualities you could bring to the organization.

## ***SAMPLE QUESTIONS TO ASK REPRESENTATIVES AT A JOB FAIR***

1. What would your organization consider the most important qualities in an employee?
2. How many employees are in my area of interest (which is...)?
3. Does your company hire on a continual basis or just at certain times of the year?
4. How long does the hiring process take?
5. Are graduate degrees important? If so, in what areas?
6. What coursework do you look for in successful candidates?
7. Is there a G.P.A. cut-off in the recruiting process?
8. What personality traits are important for success in your company?
9. As an entry-level employee, what can I expect to be doing in 5 years?
10. What made you choose this company?
11. How long have you been with this company?
12. What things has your organization accomplished of which you are especially proud?
13. For how many years does the entry-level employee typically stay with your company?
14. Do you expect your employees to relocate/travel?