



## **Career Services**

### **Getting the Most from a Career Fair**

Career fairs can sometimes seem overwhelming, but remember what you want to get out of it. Career fairs can provide you with the opportunity to make valuable contacts and learn more about various job opportunities in a variety of career fields.

#### **What is your goal for the career fair?**

- Will you ask for more information?
- Will you be ready to pass out resumes?
- Will you ask for interviews?
- Will you just ask for business cards and apply at a later date?

#### **Have you done some research on the companies that are going to be represented?**

- Obtain the name of the companies so that you can begin your research
- Know about their services/products
- What positions are opened to graduates
- Know the size of the company, etc.

#### **Do you have a plan?**

- Look over the set-up and determine how you should proceed.
- Meet with the companies that you are most interested in first
- Do not waste time in long lines

#### **Is your resume prepared?**

- Is your resume error-free?
- You will have a short period of time to talk to employers, so have a resume to leave
- Is your resume easy to read?

#### **Do you have questions prepared to ask the company?**

- What do you want to know about the company?
- What are the qualifications, training, etc.?
- Will I need to relocate?

**What is the next step?**

- What can you do to stay informed about open positions
- Be sure to ask what the next step is in the process, when you give the employer your resume

**What will you wear?**

- Dress like a professional
- Do not wear jeans, shorts, etc.

**What will you say about yourself?**

- Know what you will say to the employer about yourself—only important things
- Be sure to greet the employer properly
- Why are you interested in their company?

**Follow-up**

- Send a thank you note to the companies that you are most interested in
- Send another copy of your resume