

# CAREER FAIR PREP

Be prepared and make a great impression!

## RESEARCH COMPANIES ATTENDING

Knowing about the companies will help you stand out among attendees. Read up on company news and look at what is highlighted on their websites and social media feeds. By researching in advance, you can plot your route through the Career Fair and prioritize the organizations that most interest you first.

## BRING COPIES OF YOUR EDITED RESUME

Do not throw your resume together the night before the fair. Spend time revising and editing it. Utilize campus career resources to ensure a professional document. Bring ample copies.

## PREPARE YOUR ELEVATOR PITCH

The time you'll have with each recruiter will be short. Come ready with a succinct introduction of yourself and your interests. Mention what excites you about potentially working in their field, and demonstrate that you've thought about how your skills and goals align with the company or organization they represent. Indicate what might set you apart.

## PREPARE YOUR QUESTIONS IN ADVANCE

Have your list ready for when the recruiter asks, "Do you have any questions for me?" Also, in their quest to find great employees, recruiters will often ask questions to help them predict whether a candidate is a great prospect. Don't be surprised when they ask you questions in return. Here are some great questions to ask them:

- What career paths are available in your organization?
- What is your hiring process like for college hires?
- What training, mentoring, or other professional development opportunities will help me succeed in your company?
- What is the office culture like?
- What do you like about the company?

## WHAT TO WEAR

You want the recruiter to take you seriously. To make a good impression, dress in business or business casual attire with comfortable shoes.

## WHAT TO BRING

Companies in attendance likely will have promotional items, so bring a professional-looking bag. It is also a good idea to have a pen and small notebook to take down information that you learn and want to recall later. Using your phone to store contact information is fine, but do not use it while speaking to a recruiter.

## NETWORK LIKE IT'S YOUR JOB

Ask recruiters for their business card. After the fair, follow-up with a thank you email or note that acknowledges the help they provided and the time they spent with you.

