Career Fairs

At career fairs, you have the opportunity to talk to many employers about available positions, the company culture, and more. The companies at career fairs are there in a recruiting capacity: most will have currently available relevant jobs and they’re interested in hiring BU students.

Preparation

- **Research companies ahead of time and decide which ones you will visit**
- **If you’re interested in multiple types of positions, make different versions of your resume to target each of those positions.**
- **Bring copies of your resume.**
- **Prepare a 20-30 second pitch that addresses your background, experience, and goals/trajectory.**
- **Dress professionally. In many cases, that means a suit or nice pants and a sweater.**
- **Practice your handshake.**

Focus on the companies you’re most interested in. However, if there are long lines at all of your target companies, make contacts at some of the less crowded tables (if you’re at all interested in the company). You’ll be able to have more of a conversation. And, with less competition, you’ll be easier to remember.

Don’t just drop off your resume, talk to the recruiter. If they don’t know much about your particular field, ask to talk to someone at the company who might know more. Respect recruiters’ (and students’) time — recruiters have to talk to hundreds of students.

**Follow up**

Take notes on each company, the positions available, and application. Send a short, personalized thank you note within 24 hours to any employers you talked to.

**The Follow-Up Email**

Write a thank you letter to all employers you spoke to. Thank them for their time and attendance. Be specific about where you met, and what you discussed in the conversation.

**Follow-Up Email Example:**

Dear (name of recruiter),

Thank you so much for taking the time to attend Boston University’s COM Internship Fair. It was great to meet you and learn more about (company’s name). Our discussion about (whatever specific topic you discussed) was so helpful. I did some research after our conversation and I’m really impressed by (your company)’s (project) for (some topic). I’m really excited about the opportunity to apply my (specific skills you mentioned) on similar projects. As per our discussion, I submitted my application for the (name of) internship online.

Thank you again for your time.

Sincerely,

Your Name