



## TIPS FOR MAKING THE CAREER FAIR WORK FOR YOU

**Review** the list of **companies** and the corresponding **floor plan** to determine which companies you would like to visit.

For the companies that you are interested in, you should **research** their products and have an idea of their expertise.

Even if your major is not listed, don't let that prevent you from **speaking with whom you are interested**. Once the recruiter speaks with you in person and reviews your resume, he/she may want to speak with you further.

### How to approach recruiters:

- Approach an available company representative with a smile. Do not wait for him/her to come to you.
- Give your name, class level (if you are a senior, when you will be graduating), and indicate the type of position you are pursuing (examples: a summer intern opportunity in software development; a co-op opportunity in software development; or opportunities in software development).
- Ask if you can offer the recruiter your resume.

### What to discuss with recruiters:

- Talk about your course projects and work experience.
- Mention things you may have done on your own that are related to the position you are seeking.
- Inquire about typical entry-level and co-op/intern projects. Ask if work is completed in teams.
- Discuss career paths and training programs.
- Talk about job responsibilities and requirements.
- Inquire how to pursue career opportunities in their industry.

### General Tips

- Have your resume ready and leave a copy of it with everyone you meet.
- Be professional and courteous.
- Convey enthusiasm.
- Maintain eye contact.
- Speak loudly and clearly.
- You should be dressed neatly and have good personal hygiene.

Inquire who the right contacts would be for follow up contact. Ask for the recruiter's **business card!** This is your link to continuing communications with that organization.

Take the initiative to **follow-up** with the recruiters after the Career Fair. Show them your interest by making the next move.

"Five Things Not to do at a Career Fair" (taken from the Wall Street Journal.com, *collegejournal*, by Sally Kearsley)

1. Don't cruise the booths with a group of friends – make your own positive impression
2. Don't carry your back pack, a large purse or paraphernalia with you – carry your resume in a professional looking portfolio or small briefcase
3. Don't come dressed for an extremely casual activity
4. Don't "wing it" with an employer; do your homework! – research the companies; don't waste their time asking questions you should already have the answers to
5. Don't come during the last half hour of the event – if you come late, you may miss the organizations you wanted to contact