



Quick Tips For Career Fair Success

RESEARCH/PREPARATION

- **Know yourself:** Be clear about, and be able to articulate, your skills, interests, values, and personality attributes and how these might relate to the needs of the employer.
- **Know your purpose in attending the Career Fair:** Are you interested in exploring careers and industries? Are you searching for specific internship opportunities? Are you there to identify job opportunities?
- **Learn about opportunities with the companies/organizations:** Familiarize yourself with the current positions the companies/organizations are recruiting for by clicking on the organization's name on the list of attending organizations (available at bu.edu/careers).
- **Research the companies/organizations in advance:** Learn about their products, services, mission, specifics of the position, etc. Decide which companies you are interested in based on your goals, interests, and skills.
- **Prepare a brief introduction of yourself:** Develop a 30-60 second "pitch" including your name, major, school year, a brief summary of your relevant skills and qualifications, and what positions or type of work or internships interest you. Be prepared to discuss your interest in their internship or job. Based on your research of what they're seeking, discuss how you're a fit for their opportunity.
- **Prepare questions to ask the recruiter.** For example:
 - What are they seeking in the ideal candidate?
 - What skills are required for specific internships or jobs?
 - What are opportunities for advancement within the company/organization?

APPEARANCE

- Wear professional business attire if possible. First impressions are critical!
- Avoid wearing jeans, T-shirts, and other casual attire.

RESUME

- If possible, visit the Center for Career Development to have your resume reviewed. Visit our website at bu.edu/careers for resume review hours.
- There are also samples of resumes on our website: bu.edu/careers/resumes-cover-letters/ (click on Resume Writing Guide).
- Make sure that your resume is geared toward the types of organizations/positions you are focusing on, is easily readable, accurate, free of errors, and is printed on resume quality paper.
- Bring multiple copies of your resume.

APPROACHING/TALKING WITH RECRUITERS

- Respect the recruiter's time, especially if there is a long line.
- Be aware of first impressions. Smile, offer a firm handshake, and maintain good eye contact.
- Introduce yourself and begin the conversation, drawing on your 30-60 second "pitch" and your

overall preparation.

- Ask questions (prepared in advance), listen carefully, and jot down any information that you want to make sure to remember.
- Thank the recruiter for their time and find out the process for following up.
- Make sure to ask for a business card. If the recruiter does not have one, ask for their name and email.

AFTER THE FAIR

- Write thank you notes or emails to all recruiters with whom you spoke, especially those you would like to pursue.
- Develop a system to keep track of names and titles, contact dates, comments to refresh your memory about the conversation, and actions you plan to take.
- Follow through and contact recruiters to request informational interviews or to pursue an internship/job opportunity.

Questions? Call 617-353-3590 or email future@bu.edu.

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