

Career Fair Quick Tips

When Entering the Fair

Plan your time: If you have a list of employers you want to see, take a quick look at the lines for each on your list to see how you want to spend your time.

Before Approaching an Employer

Do your homework: Review information on the employer. What kind of organization is this? What openings do they have? How are you a good candidate for them?

Prep your story: What are the strengths you will highlight to the employer you're about to approach? What would you contribute to the organization as a candidate?

When Meeting the Employer

Separate from the crowd: Even if you are attending with friends, make sure that you are approaching an employer on your own.

Show you've prepared: Introduce yourself with the strengths that are relevant to the employer (skills they want, courses that have prepared you, etc.). Describe the opportunity you're seeking.

Get more detail: Ask questions that go beyond your research. What are priority skills for the position? What are examples of projects in the role?

Close the conversation: Ask how you can share your information—give a resume now, send an email, apply online? Get contact information, and thank the employer for their time.

After Meeting the Employer

Take notes: Write down details about the opportunity, contact information of employers, or other information you want to remember.

After the Fair

Follow up: Send thank you notes to employers you have met. Review your notes, and send resumes or submit applications as relevant.

Career Development Center

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Good luck!

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