

## BEFORE THE CAREER FAIR

- You will want to have a resume completed before the career fair. If you need help, stop by Career Services for feedback.
- Research the organizations that you might be interested in. You can find a list of companies for each career fair by accessing the Career Services web site or your Handshake account.
- Have a list of questions you want to ask and practice these questions before the Career Fair. (See below for questions to ask!)
- Try to identify specific experiences where you have demonstrated your strengths. Using specific examples will make you a stronger candidate.

## QUESTIONS TO ASK A REPRESENTATIVE

- What kind of entry-level positions are in your organization?
- Does your company hire on a continual basis or just at certain times of the year?
- How long does the hiring process take?
- What does your organization consider the five most important qualities in an employee?
- What courses should I take in order to be a successful candidate?
- What made you choose this company?

## 5 THINGS TO TAKE TO A CAREER FAIR

1. Resume copies--Need to represent your knowledge, skills, and abilities. It must look professional and be printed on white or cream-colored resume paper.
2. A smile--First impressions are very important.
3. A 30-second "sales pitch"--Present your resume and be prepared to expand on it quickly. Share basic information about yourself and your career interests, and what you can do for the company.
4. Information about the organizations attending--Gather information as you would for a job interview. To maximize the brief time you have with each employer, you need to know how your skills/interests match their needs.
5. Energy--Career fairs require you to be up and moving from table to table. Each time you meet someone, be at your best!

# THINGS NOT TO DO AT A CAREER FAIR

1. Don't cruise the booths with a group of friends. Interact with recruiters on your own. Make a positive impression!
2. Don't carry your backpack, large purse, or other items with you. Carry your resume in a professional portfolio/briefcase to keep your resume neat and handy. It also gives you a place to file business cards from recruiters that you meet.
3. Don't dress casually. A career fair is a professional event, perhaps your first contact with a future employer.
4. Don't come during the last half hour of the event. Many employers come a long distance to attend the fair and need to leave on time. If you arrive late, you may miss the organizations you wanted to contact.

## SEND A THANK YOU LETTER AFTER THE FAIR

Be sure to send a letter within 48 hours after the career fair. It is a good way to remind the recruiter who you were. Make sure to mention something that you talked about. The following is an email example of what you could send:

Subject: Fort Hays State University Career Fair (date the fair happened)

Dear \_\_\_:

Thank you so much for your time and consideration in speaking with me at the FHSU Career Fair on (date). I learned a great deal about (company and program position), and am very interested in applying for this opportunity with your company.

We had discussed my relevant background in \_\_\_ and my \_\_\_ skills obtained in my \_\_\_ internship, that are relevant to your opportunity. I was especially impressed during our conversation by the fact that (add something that you learned in the conversation). I strongly believe that being a part of the (program, team, or department) would allow me to begin a very successful career in (field for (company name)).

I look forward to the opportunity to speak with a member of your company again about this position and hope to visit your organization in the near future. My resume is attached for you to review again. Please feel free to contact me at \_\_\_ or email me at \_\_\_. Thank you again for your time and consideration.

Sincerely,

Your Name