

BEFORE THE CAREER FAIR

- You will want to have a resume completed before the career fair. It is very helpful to have your resume critiqued by the staff at Career Services to make sure it is perfect. Make sure you have your resume printed on resume stock paper and that you have enough copies to hand out.
- Research the organizations that might be of interest to you. You can receive a list of companies for each career fair by accessing the FHSU Career Services web site: www.fhsu.edu/career
- Be prepared to ask questions of the representatives. Have a list of questions you want to ask and practice these questions before the Career Fair.
- Try to identify specific experiences where you have demonstrated your strengths.
- Backing up all your skills with specific examples will make you a stronger candidate.

5 THINGS TO TAKE TO A CAREER FAIR

1. **Copies of your resume** -- (15-20) Needs to represent your knowledge, skills, and abilities. It needs to look professional--easy to read format on plain white or cream colored paper--and free of typos.
2. **A smile, a strong handshake, and a positive attitude** -- First impressions are important. Approach an employer, smile, and offer your hand when you introduce yourself.
3. **A 30-second "sales pitch"** -- Hand the recruiter a copy of your resume and be prepared to expand on it quickly! Share basic information about yourself and your career interests.
4. **Information about the organizations which will be 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 and interests match their needs.
5. **Energy!** -- Career fairs require you to be on your feet moving from table to table for an hour or so. Each time you meet someone, be at your best, as refreshed as possible!

QUESTIONS FOR REPRESENTATIVES AT A CAREER FAIR

- What kind of entry-level positions exist within 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 do you suggest in order to be a successful candidate?
- What made you choose this company?
- How long have you been with the company?

SEND A LETTER AFTER THE CAREER FAIR?

You can be sure that any letter you send following a career fair will be the exception rather than the norm. For that reason alone, be sure to send a letter 48 hours from the day of the career fair. As a way of reminding the recruiter who you were, mention something that you may have talked about.

Here is a sample letter:

Dear _____:

It was a pleasure meeting you at the FHSU Career/Internship Fair last week. As you may remember, I am the person who also is from Wichita.

As you requested, I have registered with Career Services and will be selecting an interview timeslot with your organization. I will be graduating in May 2004 and hope to become part of your organization's team.

After you review my resume, please let me know how you would like to proceed. If I do not hear from you during the week of _____, I will call you.

Sincerely,

Name

Address/Phone Number

5 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 your own positive impression!
2. **Don't carry your backpack, large purse, or other paraphernalia with you** -- Carry your resume in a professional-looking portfolio or small briefcase. It will keep your resume neat and handy, and gives you a place to file business cards from recruiters that you meet. Usually you can stow your coat, backpack, or other gear in a coatroom.
3. **Don't come dressed for rugby practice** -- (or any other extremely casual activity). A career fair is a professional activity -- perhaps your first contact with a future employer.
4. **Don't "wing it" with employers** -- Do your homework! Research the companies just as you would for an interview. You'll be able to focus on why you want to work for the organization and what you can do for them.
5. **Don't come during the last half hour of the event** -- Many employers come a long distance to attend the fair and may need to leave early. If you come late, you may miss the organizations you wanted to contact!