



Career Fair Essentials

Before the Career Fair

- Prepare a resume before the career fair. If you need help, contact Career Development.
- Research the organizations that you might be interested in. You can find a list of companies for each career fair in Handshake.
- 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

- **Resume copies:** Need to represent your knowledge, skills, and abilities. It must look professional and should be printed on white or cream colored resume paper.
- **A smile:** First impressions are very important.
- **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.
- **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.
- **Energy:** Career fairs involve moving from table to table. Each time you meet someone, be at your best!