# How to Get Career Fair Ready

Career Fairs are an easy way for students and alumni to meet recruiters, network for internships and jobs, and gather company information. Below are five steps to help you prepare and ensure you leave a great first impression.

## 1

### Step 1: Write a Winning Resume

- Create your resume and make sure it is updated
- Schedule an appointment with Career Connections to have your resume critiqued
- Bring 10+ printed copies to the fair to give to employers
- Try to print on resume paper

## 2

### Step 2: Dress for Success

- Dress in business professional attire. See our Pinterest page for assistance
- Be conservative with cologne, perfume, and cosmetics
- Be mindful of piercings and tattoos AND DO NOT forget to put on your deodorant
- Carry a portfolio or folder with your materials
- Turn off your cell phone
- DO NOT chew gum

## 3

### Step 3: Do Your Homework

- Review the list of employers attending the fair
- Identify your top 3-5 employers and research those companies
- Preview the companies job descriptions if you have that luxury
- Develop pertinent questions to ask employers. See below for appropriate and inappropriate questions.

## 4

### Step 4: Make Your Move

- Prepare and practice your elevator pitch
- When you arrive at the fair, review the map of employers to plan your route
- Be patient when waiting to speak to employers
- Show enthusiasm
- Be confident and network independently

## 5

### Step 5: Seal the Deal

- Collect business cards from employers
- Determine follow-up and know your next steps
- Send a thank you email within 24 hours

**Appropriate Questions:**

What are the characteristics of an ideal candidate?
What are the hiring projections and trends?
What are the staffing needs of [your location preferences]?
What are the travel requirements?
What are the professional development opportunities/requirements?

**Inappropriate Questions:**

What jobs are you offering?
What is the salary for this position?
What benefits do you offer?
What can I do with a major in…?
What is your background?