

# Going to a career fair? Here's what you need to get ready

## How To Prepare

- Review the list of organizations that will be attending and decide which ones you want to target. Prioritize this list in case you run out of time.
- Research these target organizations before the fair.
- Look at company websites
- Prepare an introduction. Be able to state your interests, skills, and strengths, in under three minutes.

## What To Bring

- Multiple resumes on resume paper: You will need a copy of your resume for every organization with whom you plan to speak, plus a few extras.
- Pen and paper.
- Portfolio/Briefcase: To store your resumes, pad, and pen, as well as the literature and business cards that you will accumulate.

## What To Wear

- Look professional: If you are coming straight from class, take time to change out of your sweats, jeans, or sneakers.
- Dress in business attire: A suit, or blouse and skirt/pants for women, and a tie for men.

## What To Do When You Arrive

- Check your coat and any extra bags you may have with you.
- Survey the layout of the room. Locate where your target companies are.
- Take a quick walk around and see how the organizations are interacting with students. What questions are they asking? How many representatives are there? What are students doing to make a good impression?
- Pick up additional literature for your target companies and study it briefly before waiting to speak to their representatives.

## What To Do When It's Your Turn

- Smile, shake hands, introduce yourself, and offer a resume.
- Answer their questions enthusiastically.
- Listen carefully and answer clearly.
- Always ask for a business card.

## After Your Career Fair Interview

- Jot down some quick notes about your conversation.
- Put the card and literature away and head to your next organization.

## After The Fair

- Send thank you letters to the organizations that you would like to pursue.
- Send cover letters and resumes to organizations that you did not see.



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