

Career Fairs

Career Fairs provide a great opportunity to do two things:

1. Collect a ton of information in a short period of time.
2. Put yourself near the front line of people waiting to get interviews from specific schools. Although this sounds easy, it takes preparation to be successful. But if you do succeed, it could shoot you past the tedious screening process and onto an interview.

Before the Fair

- Review your resume—become familiar enough with it so that you are able to use it as a talking-point when approaching recruiters.
- Check which agencies will attend the fair and research the places that interest you most. Visit <http://www.mcucsa.org/govjobfair/>.
- Develop a strategy. Decide what you want to get out of the career fair and plan accordingly.
- Practice your presentation and your handshake. Have a short introduction that summarizes who you are, your experience and skills. Have a firm handshake and maintain eye contact throughout. Deliver your resume after closing.

At the Fair

- Dress professionally and be well groomed. First impressions are critical.
- Bring plenty of copies of your resume.
- Be patient at the fair—they can be busy places. A typical recruiter will talk with dozens of people for only a few hours so it is important to respect a recruiter's time and others.
- Make the most of all opportunities. Not everything has to be a ticket to a job; career fairs are also good places to help people figure out what jobs are out there.
- Be friendly, honest, confident, and enthusiastic. Don't forget to smile and have fun.
- Don't be discouraged by the number of other candidates at the fair, but don't assume you made such a great impression that you're a shoe-in for an interview. You'll need to follow-up.
- Take notes or ask for a business card of whom you spoke with. Ask recruiters the best way to follow up.

After the Fair

- Organize the brochures and business cards you've gathered.
- Follow up with a personalized note- thank the recruiter for his/her time and mention you hope to hear from them soon.
- Keep time open in the following weeks for interviews.



Career Services

LU 110, <http://web.csp.edu/careerservices/>

5 Things to Take to a Career Fair

1. **Copies of your resume.** Depends on the size of the event—a general rule of thumb is to bring twice as many resumes as organizations you intend to speak with. Be sure it represents your knowledge, skills, and abilities effectively. It needs to look professional—easy to read format on professional resume paper—and be 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 like this: “Hello, I’m Carrie Jones. I’m a senior from Concordia University, St. Paul and I’m majoring in English. I’m very interested in a XYZ position. As you can see on my resume, I’ve taken some courses in finance. I’m very interested in talking with you about opportunities with your organization.”
4. **Information about the organizations that 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—each time you meet someone, be at your best, as refreshed as possible!



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