

How to Prepare for Career Fairs

Herberger Business School

1. Look the Part--Dress Professionally.



Make a favorable first impression. If you don't own a suit, wear a blouse/long sleeve shirt, dress slacks and appropriate footwear. Do not wear shorts, t shirts, sweat shirts, jeans, tennis shoes or flip flops. Avoid heavy fragrances, remove piercings and cover tattoos.

2. Demonstrate Interest and Enthusiasm--Research the Employers

A directory of employers is available from the HCOB web site. Visit employer web sites and become familiar with their career opportunities, what they look for in candidates, their mission statements and latest company news.

3. Behave Appropriately.

Employers observe your behaviors (and often overhear your conversations) as you are waiting in line. Don't chew gum, yell comments to your friends, take cell phone calls, nuzzle significant others or engage in other inappropriate behaviors. The visit begins as soon as you get in line.

4. Bring your Resume

Have a few copies of your resume, in case you identify an opportunity that interests you. Be sure to print your resume on cotton bond paper. If you are looking for an internship or part-time job, state this in your objective. Be sure to go to Career Services (CH 215) and ask a counselor to review your resume!

5. Practice your Introduction & Handshake

A firm handshake with solid eye contact and an enthusiastic smile is a must!

Hello, my name is Mary Schmidt and I am a sophomore who is interested in majoring in accounting. I am gathering information about the career opportunities available in your company. I saw from your web site that you . . .

Hello, my name is Kerry Jones and I am a junior majoring in management. I am looking for a summer internship.

6. Prepare to Network

Visit as many employers as you can. Don't ask for a business card—it is considered rude—but do ask if it would be alright to follow up and how to best do that. If an employer is not currently hiring, find out when they anticipate having an opening and follow up.

7. Send a Thank You

Sending a thank you note to the representatives you talked to will help you stand out from the crowd. Although both are acceptable, hand written notes are preferred to email because they demonstrate greater effort /interest.

Dear Employer:

I really enjoyed talking to you at Career Day on October 5 about internships and other career opportunities with your organization. I appreciate the insights you shared with me about possible career paths for a person with my interests and background. I am very interested in doing a summer 2012 accounting internship and I hope to hear back from you very soon. Enclosed (or attached) is a copy of my resume.

Thank you for your assistance!

Sincerely,

Sally Student