



CAREER FAIR

CHEAT SHEET

Before the Fair: Preparation is Key

- *Research Attending Companies:* Don't go in unprepared.
- Most career fairs provide a list of participating employers.
- *Prioritize:* Make a list of your top 5-10 companies you want to speak with.
- *Do Your Homework:* Visit their Handshake profile.
- *Look for:*
 - Their mission, vision, and company culture.
 - Recent news or projects.
 - Open positions or internship opportunities.
 - What they look for in new hires.

What to Bring

- Professional Portfolio/Folder: To hold your resumes and a notepad for notes.
- Multiple Copies of Your Resume: At least 15-20.
- Pen and Paper: To take notes on who you spoke with, what you discussed, and any follow-up actions.
- Your "Cheat Sheet": A quick reference of the companies you've researched and questions you want to ask.
- A Positive Attitude: And a firm handshake!
- Backpack: Feel free to take your backpack with you but please don't leave it at the venue.

Update and Print Your Resume:

- *Proofread:* Check for any typos or grammatical errors.
- *Tailor:* Highlight skills and experiences most relevant to the companies you're targeting.
- *Print Plenty:* Bring 15-20 copies on quality paper, stored neatly in a folder or portfolio.

Plan Your Professional Attire:

- Dress to impress! Business professional is a safe bet.
- Ensure your clothes are clean, ironed, and fit well.
- Wear comfortable, professional shoes.

What to Say to an Employer

- *Prepare Your "Elevator Pitch":*
 - This is a concise, 30-60 second introduction.
 - What to include:
 - Your Name
 - Your Major/Year
 - The type of position you're seeking (e.g., internship, full-time job)
 - Why you're interested in their company and how your skills align.
- *Engage in a Conversation:*
 - Don't just recite your pitch. Listen to what they say and respond thoughtfully.
 - Ask insightful questions that show you've done your research.
- *Good questions to ask:*
 - "What do you look for in a successful candidate for this role?"
 - "What does a typical day look like for an intern/new hire in this department?"
 - "What training or professional development opportunities are available for new employees?"
 - "Could you tell me more about the company culture?"
 - "What challenges is your team currently facing and how might someone with my skills help address them?"
- *The Exit:*
 - Thank the recruiter for their time and for the information they shared.
 - Reiterate your interest in the company.
 - *Crucial:* Ask for their business card or contact information so you can follow up.

