How to Make a Career Fair Work for You

BRING RESUMES

- Develop a polished, professional-looking resume and have it ready to present to employers.
- Career Services will help you write your resume and will critique your drafts. You may bring it in any afternoon during drop-in hours (weekdays, 12 to 4 p.m.).
- Bring several copies of your resume printed on high quality paper to the fair.

DO YOUR RESEARCH

- Look at the list of companies that will be in attendance. Research those that sound interesting by reading their website and talking to anyone you know who works or interns there.
- Jot down some informed questions to ask the company representative based on what you learn.

PRACTICE SPEAKING ABOUT YOURSELF

- Be prepared to present a 30-second commercial about yourself indicating your year in school, your major, your area of interest, and the type of position you are seeking (full-time entry level, internship, summer).
  
  Ex: “Hello, my name is ______. I am a senior at Clark, finishing up my degree in Psychology and Women’s Studies. I’m interested in beginning a career in human services, and I read that your agency provides services to families in crisis. I’d like to learn more about the entry-level career opportunities you have available.”

Go on to speak about your particular experiences and accomplishments relevant to the job.

MAKE A GOOD FIRST IMPRESSION

- Dress appropriately. “Business casual” attire is expected at an on-campus fair; for other fairs, a suit may be necessary. If in doubt about what to wear, opt for more dressed-up rather than less.
- Shake hands firmly and maintain good eye contact. Be positive and enthusiastic. Show that you are interested in what the recruiter has to say.
- Wait until you are leaving the table to take the “freebies” offered.

FOLLOW UP

- Get a business card from each of the people you talk to. Right after you leave the table, jot down notes about the company and your discussion.
- Follow up with a thank-you letter or email to the recruiter, mentioning something you learned from talking with him/her. If you are interested in being considered for a position, state that and reiterate the qualities you could bring to the organization.
SAMPLE QUESTIONS TO ASK REPRESENTATIVES AT A CAREER FAIR

- What would your organization consider the most important qualities in an employee?
- Does your company hire on a continual basis or just at certain times of the year?
- Approximately how long does the hiring process take?
- Are graduate degrees preferred? If so, in what areas?
- What coursework or fields of study do you look for in successful candidates?
- Is there a G.P.A. requirement in the recruiting process?
- What personality traits are important for success in your company?
- What opportunities are there for an entry-level employee to participate in professional development activities (e.g., trainings, conferences)?
- How long have you been with this company? What made you choose to work here?
- For how many years does the entry-level employee typically stay with your company?
- How many employees work in X department?
- Do you expect your employees to relocate or travel?

Questions? For further assistance, please contact Career Services at cservices@clarku.edu.