



# CAREER FAIRS



## Before the career fair

### **Register on Handshake, and sign up for group and one-on-one sessions.**

Sign up for group and one-on-one session time slots with organizations you would like to meet with.

### **Update your resume.**

Employers see countless students at career fairs. Make sure your resume represents you and creates a lasting impression.

### **Update your Handshake profile.**

Make sure your profile is correct, and upload your resume.

### **Practice your elevator pitch.**

Prepare a 1 minute introduction of yourself. Include where you are now (major, class year), where you've been (career experiences), and where you're going (future goals).

### **Research organizations.**

You won't have time to meet with everyone, so decide which companies to prioritize. Prepare a list of questions too!

### **Dress to impress.**

Wear a collared shirt, dressy sweater, or blazer. Choose what makes you feel confident and look professional.

## During the career fair

### **Attend group sessions.**

Learn about an employer's organization during 30 minute group sessions with other students. Ask employers general questions in the chat, such as about their interview process.

### **Connect in one-on-one sessions.**

Meet individually with recruiters for 10 minutes. Introduce yourself, maintain good eye contact, and offer to email your resume. Ask questions specific to you.

### **Ask for contact information.**

Thank the recruiter for talking with you, and get their email address in order to follow up with them.

## After the career fair

### **Reconnect with employers.**

Email the recruiters you spoke with to thank them for their time, and restate your interest in their organization.

### **Keep track of your opportunities.**

Develop a system that works for you to record contact information and applications.

*You're so confident!*

