CAREER FAIR
Tips on Making the Most of a Career Fair

Before the Fair
• Look on the Career Services’ website to find out which companies are confirmed to attend and which majors they are looking to recruit. Decide which ones you will approach.
• Make sure that your resume is up-to-date and that you have enough copies to give one to each potential employer.
• Prepare a "sound bite" — a short 1-2 minute summary of your background, your skills and your interests that you can use to introduce yourself to employers.

During the Fair
• Determine where in the room(s) the companies that you’d like to talk to are located.
• If there are long lines at the table you are interested in visiting, remain cool, calm and collected while waiting for your turn. Go to another table first, if necessary.
• Visit each of your targeted tables and speak with at least one of the organization’s representatives. Be sure to smile, shake hands, introduce yourself and offer them your resume. Ask each representative that you talk to for a business card and collect (and tuck away) the company literature before you go to the next organization.
• If possible, jot down some quick notes about your conversations before your next stop. This will help you remember which organizations you were especially interested in later on. It will also help you personalize the thank you notes you write afterwards.

Do Your Research
• Do some basic online research for each organization and prepare 2-3 informational, open-ended questions to ask each of them. Since you may not have a lot of time to talk, save lengthy questions for an interview or a follow up e-mail.
• The career fair website will have a list of registered employers – the research is up to you
• What Companies are in your field?
• What do they do?
• Major accomplishments?
• What types of opportunities?
• Do you meet their requirements?
• Create a list of target companies that you want to talk to.

After the Fair
• Send thank you notes/e-mails to the organizations you would like to target. Personalize all correspondence!
• Apply for open positions on the company website.
• Continue to apply to other companies even if you think you did well at the fair.

Find Out More At: www.etcareers.iupui.edu
CAREER FAIR
Day of the Fair

**Items to Bring**

- Resume (lots of copies)
- Resume basics: one page, including:
  - School/University, Major, Degree, Graduation Date
  - Overall GPA
  - Experience
- Portfolio, pen and paper
- Carry a portfolio or a nice folder with your resumes, a pad and a pen. Try to minimize the amount of extra "stuff" (bags, coat, etc.) you have with you, whenever possible.
- Questions
  - Have a list of 3-4 questions that you can ask every employer.
  - Have at least one of those questions be specific to that employer.
  - Have examples to showcases you strengths.

**Meeting a recruiter - first impressions are crucial!**

- Be direct. Introduce yourself with a smile and a firm handshake.
- Your GOAL is to get an interview. Let them know that you're interested.
- If they don't ask for it, leave your resume with the employer before leaving the booth.
- Always get a business card from the employer.
- Give yourself as much time as possible - large companies may have large lines.

**What to Wear: Professional Attire**

- Men: conservative suit, dress shirt, tie, and clean, polished dress shoes
- Women: conservative suit, skirt, dress pants, and hosiery, dress shoes
- Dress professionally. A muted, neutral color suit (e.g. black, gray, navy or beige) is preferable, but a nice dress shirt, a tie and pants are also fine for men, and a blouse and knee-length skirt or pants are acceptable for women. Women should try to keep makeup and accessories subdued as well. In general, try to avoid jeans, sweats and sneakers even if you are coming straight from class.
- Be sure to wear comfortable shoes, you will be on your feet a while.

Office of Career Service and Professional Development,
ET 101
www.etcareers.iupui.edu