Career Fair Tips for Success
Connect to: internships, full-time opportunities, graduate school and more...

A Career Fair is an opportunity for students to meet recruiters as they provide information about their organization or graduate program. Understanding how a career fair can enhance your ability to make connections, gather information and learn about opportunities is essential to your search success.

HOW A CAREER FAIR WORKS:
Each recruiter at a Career Fair is given a table where they provide information about their company/graduate school, as well as information about opportunities that are currently available. Recruiters are typically comprised of human resources representatives, hiring managers, graduate school representatives and/or alumni. Career Fairs can be crowded and there can be long lines. Plan ahead by reviewing a directory of participating organizations beforehand.

BEFORE THE CAREER FAIR
■ REGISTER, IF PRE-REGISTRATION IS REQUIRED    ■ GET YOUR RESUME REVIEWED AND READY TO GO    ■ PREPARE A 10 SECOND INTRODUCTION
■ PREPARE YOUR PROFESSIONAL OUTFIT - MEN: A DARK-COLORED BUSINESS SUIT AND TIE - WOMEN: A BUSINESS SUIT: JACKET, PANTS OR SKIRT, AND BLOUSE
■ DO YOUR RESEARCH    ■ DESIGN A STRATEGY TO SEE 1ST CHOICE COMPANIES AT THE BEGINNING    ■ ANTICIPATE QUESTIONS AND HAVE QUESTIONS TO ASK

Example 10 second introduction:
“Hi my name is Joe Cooper and I am a Senior Accounting major graduating in May. I wonder if you could tell me about opportunities for graduates at your firm.”

Examples of Questions to anticipate:
■ Can you tell me if you have any interest in this position?    ■ What qualifications are you seeking for this position?
■ Can you tell me more about the opportunities you have available?    ■ What are the next steps in your hiring process?

DURING THE CAREER FAIR
■ ARRIVE EARLY    ■ BRING A PROFESSIONAL LOOKING PORTFOLIO TO HAVE RESUMES ACCESSIBLE    ■ LEAVE COATS & BACKPACKS BEHIND
■ STATE INTRODUCTION, SHAKE HANDS, MAINTAIN EYE CONTACT    ■ BE FRIENDLY, HONEST, CONFIDENT AND ENTHUSIASTIC
■ THANK THE REPRESENTATIVE FOR THEIR TIME    ■ ASK FOR A BUSINESS CARD    ■ TAKE A BREAK DURING THE FAIR, IF NECESSARY, TO RE-GROUP

AFTER THE CAREER FAIR
■ TAKE NOTES OF WHO YOU MET INCLUDING: THE NEXT STEPS IN THEIR PROCESS
■ WRITE A THANK YOU EMAIL TO EVERY ORGANIZATION OF INTEREST AND SEND IMMEDIATELY AFTER THE FAIR - EXPRESS YOUR APPRECIATION AND INTEREST (IF POSSIBLE, REFERENCE SOMETHING PARTICULAR YOU SPOKE ABOUT)
■ GET CREATIVE ABOUT MAKING CONNECTIONS - USE LINKEDIN OR TWITTER TO REACH OUT TO ALUMNI AT AN ORGANIZATION OF INTEREST OR TO FOLLOW COMPANIES (GO ABOVE AND BEYOND!)

Example thank you note:
“Dear Mr. Jones:
Thank you for your participation at Bryant’s Career & Graduate School Fair last evening. It was a pleasure speaking with you and learning more about the Business Analyst position. In particular, I enjoyed hearing about how your new hires rotate to different departments during a year-long training period. This is exactly the kind of position I am seeking.
As you know, I have already applied for this position through the Bryant Career Connection. I look forward to hopefully meeting you again when you are on campus for interviews. Sincerely, Julie Smith”

MAKE A GREAT IMPRESSION
■ DRESS AND ACT PROFESSIONALLY    ■ DEMONSTRATE CONFIDENCE AND ENTHUSIASM    ■ ANSWER QUESTIONS CLEARLY AND CONCISELY
■ SHAKE HANDS FIRMLY AND MAINTAIN GOOD EYE CONTACT    ■ ASK WELL THOUGHT OUT QUESTIONS    ■ FOLLOW UP IN A TIMELY MANNER
■ GO ABOVE AND BEYOND IN YOUR NETWORKING

KEEP AN OPEN MIND
■ DIDN’T SEE MUCH OF INTEREST? - DON’T GET DISCOURAGED!    ■ SOME COMPANIES ONLY REPRESENT CERTAIN DEPARTMENTS WITH LARGE HIRING NEEDS
■ ASK ABOUT OTHER DEPARTMENTS AND CAREER PATHS WITHIN THE ORGANIZATION AND REFERRALS ON WHO TO SPEAK WITH
■ REMEMBER, EVEN ONE POSITIVE CONNECTION IS WORTHWHILE    ■ CONSIDER OTHER STRATEGIES
■ VISIT THE AMICA CENTER FOR CAREER EDUCATION TO LEARN MORE — WE CAN DEFINITELY HELP!