

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:

- *Why are you interested: in this position? in this career field? in our company?*

Examples of Questions to ask:

- *Can you tell me more about the opportunities you have available?*
- *What qualifications are you seeking for this position?*
- *Can you tell me more about your organization?*
- *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!

