

## How to Make the Most of the Networking Fair for Jobs and Internships

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### What to do at a Job and Internship Fair

1. Bring Copies of your resume – at least 10 copies
  - a. Use high quality resume paper (you can print in the CRC)
  - b. Be sure to target your resume to your desired career
  - c. Have it reviewed by a CRC staff member
2. Make a Professional First Impression
  - a. A smile, strong handshake and positive attitude
  - b. Business casual dress at a minimum - no jeans, hats, shorts, and revealing outfits
  - c. Keep jewelry to a minimum
  - d. Be well-groomed
  - e. Avoid perfumes and overpowering after shaves
  - f. Carry a pack of breath mints and use them
3. Prepare a 30-Second Commercial
  - a. Focus on your strengths and assets that you would like to use in your career
  - b. Mention the type of industry with which you have an interest
  - c. Practice it so you can deliver it effortlessly while appearing natural and sincere
  - d. Be sure that what you're saying can be backed up with facts and results
  - e. Ask if there is someone else they would recommend you speak with regarding your interests
4. Gain Information About the Organizations Attending
  - a. Review the list of employers attending the fair and make a list of the ones you want to speak with
  - b. Do your research - know how your skills and interests match their needs

### What NOT to do at a Job and Internship Fair

1. Don't approach employers with a group of friends, interact with recruiters on your own
2. Don't carry your backpack or large purse, carry your resumes in a padfolio to keep them neat
3. **Don't ask "So what does your company do?" - you should already know from your research**
4. Don't come in casual dress – Dress to impress
5. If possible, Don't come during the last half hour of the event, employers may leave early - if you come late you may miss employers you wanted to meet with

### What to Take Home from the Fair

1. Business cards from the recruiters you have met. Use the cards to write follow-up notes to those organizations in which you are most interested.
2. Notes about contacts you made. Take paper and pen with you to write down important details about particular organizations, including names of people who may not have had business cards. Take a few minutes after you leave each table to jot down these notes!
3. Information about organizations you have contacted. Most recruiters will have information for you to pick up, including company brochures, position descriptions, and other materials.

### After the Fair: Follow Up!

1. Send thank you notes/emails to employers you are interested in pursuing