

# Preparing for a Career Fair

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A career fair is an excellent forum for job seekers and employers to meet one another and interact spontaneously. Whether seeking an internship, co-op, full-time position or additional information about graduate school, RSU Career Services provides several opportunities for students to network with employers at career and graduate school fairs throughout the year. Follow these tips to ensure a successful career fair experience.

## *Before the Fair*

- Prepare your resume to give to employers at the fair. Schedule an appointment with RSU Career Services to polish and perfect your resume.
- Print several copies of your resume on high-quality resume paper.
- Prepare a two-minute summary of your qualifications and rehearse it.
- Anticipate interview questions and practice some answers. Examples include:  
What are your three most useful job skills?  
Have you decided whether you want to work primarily with people, data, things or ideas?  
Have you identified some careers that interest you?  
Have you thought about how some of your favorite activities relate to jobs?  
Have you thought about the achievements that have been most satisfying to you?  
Do you know what kind of rewards are important to you in a job?  
Have you thought about the setting in which you would like to work, i.e. large industry, small business, government, non-profit?
- Prepare questions to ask employers and graduate schools about their organizations.
- Research the companies that will be in attendance.
- Dress for a career fair as though you were dressing for a job interview.

*Tip:* Keep your resumes in a portfolio or folder, which is far more professional than clearing space on the table for a backpack and searching for a copy of your resume.

## *During the Fair*

- Arrive early and have your materials organized before approaching employers.
- Be enthusiastic and assertive. Approach employers with a firm handshake and a confident smile.
- Express interest by demonstrating knowledge of the company.
- Relate your skills, interests and experiences to specific needs of the employer.
- Listen and ask relevant questions about the company and the position. Ask how to apply for available positions.
- Pick up employer literature. Gathering information shows your interest in the employer and provides you with valuable resources to review at a later time.
- Take notes, especially if you promise to follow up with an employer. Collect business cards and contact information.
- Do not chew gum, play with your hair, fidget, rock from side to side or look around when conversing.
- Wait politely for your turn to speak to a recruiter.
- Always thank the recruiters for their time.
- Avoid asking about salary information.

## *After the Fair*

- Mailing a thank-you card or letter is appropriate and will make a great impression with the employer.
- Complete and submit any applications that employers are expecting from you.
- Ensure that all of your communications are professional.