

## Career Fairs

A career fair, job fair, or career forum, is an opportunity for employers to give information to prospective employees. As soon as you learn of a career fair, you should make it a priority to attend. A smile, handshake, and brief conversation could land you the opportunity of a lifetime. Fairs provide the valuable opportunity to network. They are in casual settings allowing you to walk around, observe the information, and generate conversations to learn more about employers and job opportunities.

Ready to attend? Take these steps to prepare:



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**RÉSUMÉ.** Ensure the document is up to date and print several copies on résumé paper to bring with you. If attending a virtual fair, have a pdf version ready to email.

**BE CLEAR.** Understand what you are looking for and realistically what you can take on (an internship, shadowing opportunities, hours, locations, work environment, etc.)

**PREPARE YOUR ELEVATOR SPEECH** (30-second pitch). Who are you? Include your name, work experience, major and positions you're seeking.

**ASK QUESTIONS.** What do you want to know? Prepare questions to ask based on answers that could not be provided during your research.

**DRESS THE PART.** Appropriate attire is business professional for career fairs.

**LOCATE EMPLOYERS.** When you arrive, review attendees, and determine those of interest.

**ENGAGE.** Enunciate and be precise when speaking. Hand the employer your résumé.

**TAKE AWAYS.** Gather items to take away with you. Collect business cards, take flyers, and stay connected by following employers on LinkedIn and connecting with representatives when appropriate.

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