

Step-by-Step Guide: How to Prepare for the Career Fair



**Career and Internship Fair
+
Graduate School Expo**

**Wednesday, October 25
11:00 AM - 2:00 PM, TD Arena**

Over 80 organizations in attendance



Step 1: Join us for Career Fair Prep Week October 16-20, Career Center, Lightsey 216

| Monday | Tuesday | Wednesday | Thursday | Friday |
|---|---|--|--|---|
| <p>Resume Reviews Employers scan resumes in 6-10 seconds...make sure yours makes the cut! 2:00-4:00pm</p> | <p>What to Ask Recruiters Brainstorm what questions to ask recruiters and how to conduct a winning conversation at the Fair 2:00-4:00pm</p> | <p>Research! Research! Research! It's imperative to research the organizations ahead of time. Find out what to look for! 2:00-4:00pm</p> | <p>Get Ready with Recruiters From Developing Your Elevator Pitch workshop to drop-in and call-in hours, recruiters are ready to answer your questions!</p> | <p>What to Wear Find out what's appropriate – and what's not! Plus, get caught up if you missed this week's earlier topics! 2:00-4:00pm</p> |

Step 2: Know your goals

- Are you there to network? To learn about potential employers and the openings they have? Perhaps to observe your first career fair? Or maybe to find a position at your dream company!
- Strategize your time according to your goals:
 - If networking is your goal you will want to be sure to have a great elevator pitch and bring a folder to keep all those business cards you get in!
 - If you want to learn about potential employers and their openings, be sure to craft a few questions that will prompt recruiters to talk about their companies.

- If you are attending your first Career Fair and just want to get a sense of what they are like, don't forget to dress professionally. Dressing the part is the first step and will help ease your nerves!
- If you are looking to land your dream position, doing your research on companies is most important. If you can walk up to a recruiter knowing what position you're interested in, what locations you'd want to work for, and what skills they might be looking for, you'll be sure to impress!

Step 3: Do your research

- Get the list of employers that are attending, found [here](#)
- Research the company websites, and their LinkedIn pages for more information on their organization. Things to look for are:
 - Current internship, part-time, and full-time openings
 - Locations of their offices
 - The organization's values and mission
 - College of Charleston alumni who work there

Step 4: Perfect your handshake and elevator pitch

- Prepare and practice a 30-second introduction to tell employers who you are and what you are looking for. Things to include:
 - Your name
 - Year in school
 - Your major/area of interest
 - Type of position you are looking for
 - Skills you have developed
 - Why you are interested in a particular company

Step 5: Dress professionally

- Look as though you are going to an interview
- Wear a suit, a skirt with a blazer, or a dress
- Wear professional shoes!
- Find examples [here](#)

Step 6: Network with company representatives and colleagues

- The goal is to leave an impression and be memorable to employers. Some tips on how to impress
 - Make it clear that you researched the company ahead of time by bringing up details about the organization
 - Tell them about your skills and how you could make an impact on their company
 - Ask questions! Ask questions that will give you insight into the organization and that will help you on your application materials and interview
 - Don't ask about salary, benefits, or time off!
- Talk to your peers while waiting in line—you can learn from them and they will be your colleagues in the professional world someday

Step 7: Plan to give out resumes and follow application procedures

- Have your resume reviewed by a Career Counselor or a Peer Career Advisor before the Career Fair!
- Find more information on Resumes [here](#)
- All companies will have a different protocol for applying—be sure to follow any instructions the representatives give you!

Step 8: Follow-up with personalized thank you emails

- Gather business cards from employers and send them a thank you email following the fair to thank them for speaking with you and reiterate your interest in the company