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

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<tr>
<th>Monday</th>
<th>Tuesday</th>
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<tbody>
<tr>
<td>Resume Reviews</td>
<td>What to Ask Recruiters</td>
<td>Research!</td>
<td>Get Ready with Recruiters</td>
<td>What to Wear</td>
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<td>Employers scan</td>
<td>Brainstorm what questions to ask</td>
<td>Research!</td>
<td>From Developing Your</td>
<td>Find out what’s appropriate-</td>
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<td>resumes in 6-10</td>
<td>recruiters and how to conduct a</td>
<td>Research!</td>
<td>Elevator Pitch workshop</td>
<td>and what’s not!</td>
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<td>seconds...make sure</td>
<td>winning conversation at the Fair</td>
<td>It’s imperative</td>
<td>to drop-in and call-in</td>
<td>Plus, get caught up if you</td>
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<td>yours makes the cut!</td>
<td>2:00-4:00pm</td>
<td>research the</td>
<td>hours, recruiters are</td>
<td>missed this week’s earlier</td>
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<td>organizations</td>
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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
  o Have your resume reviewed by a Career Counselor or a Peer Career Advisor before the Career Fair!
  o Find more information on Resumes here
  o 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
  o 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