* TIPS ON HOW TO PREPARE FOR A CAREER FAIR *

**BEFORE THE FAIR**

- Review the list of organizations and corresponding position descriptions in Handshake
- Prepare and practice a 30-second elevator pitch/introduction
- Prepare questions you can ask employers
- Determine your professional attire - Business casual is acceptable. What you wear is important to the image that you project. Contact your Career Center with any questions.

**DURING THE FAIR**

- Consider the fair layout and map out a plan. Organizations will be arranged alphabetically
- Carry as little as possible (no coats or backpacks)
- Organize a list of employers you plan to visit and order their priority
- Practice your introduction with a few employers before approaching your top picks
- Speak with many employers. Remember, this is your chance to explore new opportunities you have not considered before.
- Pick up employer literature. Ask for a business card from each contact.
- SMILE – thank the employer for coming to your campus! Try to enjoy connecting with another person about a potential great opportunity that awaits.

**AFTER THE FAIR**

- Write thank you emails within 24 hours to the recruiters you met. Reiterate your interest and highlight something you learned.
- Keep record of your contacts
- If interested in applying for their positions, follow their directions on how to apply within a timely manner.