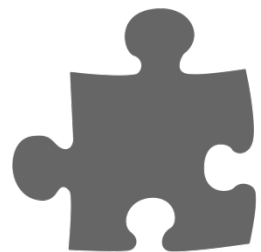


# **HOW TO WORK A CAREER FAIR**

Career Services Center



## WHAT IS A CAREER FAIR:

An opportunity to meet face to face  
with employment representatives

An opportunity to learn about potential  
employers

A series of small interviews

An opportunity to expand your network



# WHAT DO I DO BEFORE A CAREER FAIR?

Find out who will be attending

Research organizations

Prioritize organizations

Prepare your 30 second elevator speech

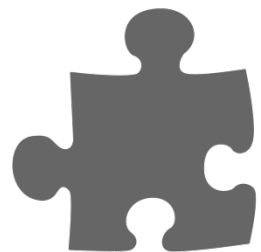
Prepare questions to ask the employer



## WHAT TO BRING:

Copies of your resume in a nice portfolio (make sure you have enough)

Notebook or planner and pen to make notes

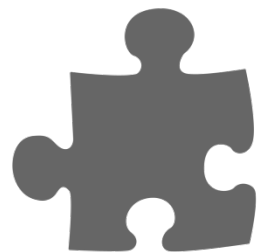


## FIRST IMPRESSIONS:

Wear professional attire (may differ by event)

Good eye contact, firm handshake

Be well prepared (30 second intro.)



## FAIR GAMEPLAN:

Arrive early—when employers are fresh;  
target organizations

Scan employer handouts in advance of  
meeting (on the table)

Anticipate crowds—be patient. Visit  
employers where there are small/no crowds

Be open minded; learn about new  
companies and opportunities



## MEETING THE REPRESENTATIVE(S)

Introduce yourself with a smile and a firm handshake (first impression is important)

Use your 30 second introduction speech

Ask questions; have a 2-way conversation

Offer your resume

Be sure to get a business card

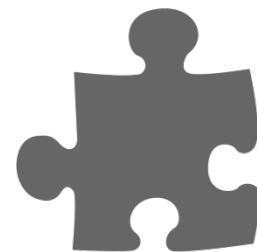
Enjoy the “freebies”



## POST-FAIR PLAN:

Write a thank you to important contacts right away

Make notes about companies in which you are interested and representatives with whom you spoke



# QUESTIONS?

Career Services Center

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