



How to Effectively Participate in Internship and Employment Career Fairs

Career fairs are excellent opportunities for students to meet potential employers, network with alumni and gain valuable insights regarding current employment trends and internship needs. To make the most effective use of the fair and to present themselves in the most professional manner to employers, we urge students to come prepared and to devote sufficient time to researching those employers of interest to them for either full-time employment or an internship.

Employers represented at a career fair are not required to discuss immediate employment or internship assignments. They are invited to meet prospective applicants who possess the skills and experience they are looking to meet current or future employment needs. And they are interested in making connections with students who are genuinely interested in their work. This presents students with the opportunity to make a good first impression.

WHO SHOULD ATTEND A CAREER FAIR

All students! Even if you are not in an active job or internship search, the fair provides an opportunity to gather information about a variety of organizations that may help in your career decision-making.

PREPARING FOR THE FAIR

Know who is attending and research organizations of interest.

Contact the career fair's organizers to obtain a list of all employers attending the event. Go online and research these employers, specifically looking up their mission and project work. Carefully consider your career preferences. Think about where your background and experience would best fit your targeted organizations.

Make a list of employers with whom you'd like to speak and prioritize it.

You may not have time to speak every employer at the fair. Make a prioritized list that can serve as your plan of action. You can use the information brochure for the fair to make notes of the questions you might like to ask each employer.

Bring business cards.

Remember to bring business cards to the fair! They will allow employers to keep your name and contact information on file, especially if you did not submit your resume via the resume book.

Have some copies of your resume ready.

Prepare an introduction to use with employers.

You'll have a short amount of time to introduce yourself to an employer and communicate your interests. Be prepared to make an effective and focused 30 second working statement pitch to each representative that you meet.

Dress appropriately.

Business attire is expected at career fairs.