

Get Ready for the Career Fair!

- **Write your resume and tailor your resume to your top companies**
- **Have enough copies of your resume for each company of interest**
- **Research registered companies (look at their website and Google for current events and/or history)**
- **Practice your personal infomercial:**
 - Handshake and smile
 - Your name
 - Your major
 - Your career interest
 - Brief relevant experience summary
 - Your interest in the company
- **Carry a nice briefcase or professional looking bag**
- **Dress professional**
 - Men: Suit or dress pants with button down shirt and tie
 - Women: Suit (pants or skirt)
 - Comfortable shoes and clothes
 - No perfume or cologne
- **Use Strategy to plan out which companies to go to first**
 - You may not want to go to your #1 choice first until your nerves calm down
 - Avoid long lines by using your time wisely
 - Remain patient and friendly while waiting, employers are evaluating you
 - Don't monopolize a company's time, be courteous to other people waiting
- **Questions to ask the employers:**
 - What type of positions are available?
 - What is a typical career path?
 - What is the training program for new hires?
 - What makes a strong candidate?
 - What are the next steps in the hiring process?
- **Answering Questions**
 - You may be asked:
 - Tell me about yourself
 - Why did you choose Mesa State College?
 - Why did you choose your major?
 - What are your career goals?
 - Why are you interested in this company?
 - Why are you interested in this career field?
 - How do you stand apart from other candidates?
 - Are you willing to relocate?
- **Get contact information**
 - Get a business card from each person you speak with
 - Or, grab a piece of literature with the company's address, phone and website
- **Take Notes**
 - After speaking with an employer, spend a valuable few minutes jotting down notes about the conversation
- **Bad qualities:**
 - Asking about salary
 - Not asking questions
 - Grabbing free stuff without speaking to the employer or indicating interest
 - Not making eye contact
 - Not bringing anything to write with
 - Giving a weak handshake
 - Not taking the time to fill out an application if asked to do so
- **Conduct any follow-up that was requested by the employers you met at the fair**