

CAREER FAIRS

WHY ATTEND?

Regardless of major, year in college, or future goals, you can benefit greatly from attending a career fair. Career Fairs can help you:

- Learn about positions and career fields you can pursue with your major and background
- Meet representatives from organizations for whom you are interested in working
- Increase your chances of interviewing with an employer
- Develop your network of professional contacts

GETTING THE MOST OUT OF A CAREER FAIR

career@plu.edu
www.plu.edu/career

253-535-7459

BEFORE THE FAIR:

• **Research Employers**

Review the list of organizations that will be attending the fair to get a sense of the opportunities available. Decide which opportunities are interesting to you and do more research about them. By doing prior research, you will be able to approach specific recruiters and talk to them about the positions and opportunities in which you are particularly interested.

• **Update and Prepare Résumé**

You are encouraged to have an updated résumé that reflects your most current experiences and skills. In order to have the most polished résumé, take advantage of available résumé Pop-In Hours at the Career Connections Office. After you have polished up your résumé, plan on bringing at least ten copies to the Career Fair.

• **Prepare Your “Personal Commercial”**

In order to make the most of your interaction with employers, prepare a short interesting and engaging verbal summary of your background, experiences, and career interests. This is your opportunity to make a good impression. Also, practice answering interview questions and prepare two to five questions you would like to ask the employer.

• **Dress Professionally**

How you look will play a big part in sparking employer interest. You truly have only one chance to make a memorable first impression, so make it a good one. Dressing in professional business attire is important.

• **Prepare a Strategy**

Do not plan to meet with every single employer attending the event. Career fairs only offer brief contact with organizations. Narrow and prioritize your list of employers with whom you would like to speak, and set specific goals you hope to achieve by attending the fair.

TIPS TO REMEMBER

- No gum chewing!
- Listen carefully to what the recruiter has to say.
- Avoid using filler words such as “um”, “like” and “you know.”
- Demonstrate confidence through your body language and voice.
- Offer a résumé and be able to speak to it.
- Ask for a business card so you can follow up.
- Never ask a recruiter what their Company does. You should know.

30-SECOND SALES PITCH

Hand the recruiter a copy of your résumé and be prepared to expand on it quickly. Share basic information about yourself and your career interest like this:

- Name
- Major/Emphasis
- Opportunities you are seeking
- Relevant experience (student teaching, work, internship, volunteer)
- Highlights of skills and strengths



AT THE FAIR

WHAT TO BRING

You should come (professionally dressed) with a notepad or padfolio, a pen, and copies of your résumé. Try to leave your backpack or other items at home during the career fair. It is distracting to have to lug around a lot of items when trying to meet and network with employers

COMMON MISTAKES TO AVOID

LACK OF FOCUS
LACK OF ENTHUSIASM
NOT MAKING EYE CONTACT
GRABBING FREE STUFF
NOT BRINGING RÉSUMÉS
A WEAK HANDSHAKE
ASKING ABOUT SALARY
NOT ASKING QUESTIONS
NOT DRESSING NEATLY OR PROFESSIONALLY

AFTER THE FAIR: Follow up!

If you said you would send anything to the employer after the fair (completed application, résumé, etc.) be sure to follow through.

If you spoke extensively with an employer, send a thank-you letter within 24 hours.

Email any prospective employers you are still interested in whether you talked with them at the Fair or not.

Introduce Yourself

- Practice talking to a recruiter who is not at the top of your list to get all of the jitters out, and then move on to recruiters and companies that interest you more.
- Preparing a personal commercial will come in handy during a career fair. It can be very intimidating to approach someone you have never met and introduce/promote yourself. You will want to practice several times before the career fair. Make sure to include: Name, major, relevant work experience, skills, accomplishments, employment goal, and why you are interested in the company.

For Example:

“Hi. My name is Joe Smith, and I am a junior at Pacific Lutheran University majoring in Political Science and Communication. I am interested in pursuing a career in paralegal services. As a legal intern at FlaniganNapat LLP I enjoyed the experience of assisting and supporting case assignments ranging from civil disputes to human rights violation cases. I have gained valuable experience in legal research, preparing documents, and customer service, while also being the liaison between the attorneys and clients. Based on my education and experiences I think I would be a great fit for your program. Can you please tell me a bit more about the entry level position and what qualities you look for in top candidates?”

Talking to Potential Employers and Sample Questions You May Ask (Research the company first to make sure this information is not readily available online. Dig a little deeper).

Internships

- Do you have a formal internship program?
- Do you have an internship coordinator I may contact?
- What courses or majors do you look for in potential interns?

Jobs

- What are typical entry-level positions for someone with my major, skills and experience?
- What skills do you look for in potential candidates?
- What is the best way to apply to your organization, and how long does the process usually take?

Sample Questions They May Ask You

- Why did you stop at our table today?
- What kind of position are you looking for?

Screen Employers

- You may be interested in speaking with a number of employers. To make sure that you do not forget what you learned, be sure to jot down notes after leaving each booth. You may also want to include a list of questions you want clarified or any additional notes.

Etiquette

- Do not give your résumé to every employer. Be selective and only provide one to those employers in which you are truly interested.
- Due to time constraints and number of students, be concise and get your points across quickly.
- Network with others while standing in line.
- Ask for a business card before you walk away.