

## Career Fair Tips

### **Update Your Resume**

- Proofread your resume for errors and missing information.
- Have someone else, such as Career Services, provide feedback.
- Bring 15-20 resumes to the event.
- Use a padfolio or briefcase to carry and organize resumes and documents rather than a backpack.

### **Do Your Research**

- Log into your [CyHire](#) account and click on the 'Events' tab to research the employers attending the Career fair. Have a list of employers that you want to visit with at the fair.
- Think of specific questions you may want to ask the representatives; i.e. what skills does the organization look for when hiring? What is the best way to apply for internship or full-time employment opportunities with the organization?

### **Dress & Act Professionally**

- Remember that first impressions are very important.
- Present a neat and appropriate appearance, free of distracting colors or accessories.
- Dress in [business professional](#) attire.
- Keep in mind that bad posture, glazed over eyes, gum-chewing, and furrowed brows are complete turn-offs for most employers.

### **Prepare an Introduction**

- Be able to introduce yourself, express your skills and qualifications, and show your enthusiastic interest with comments about the company.
- Focus on being personable while giving concise information to the prospective employer.
- Example: "Hello, my name is \_\_\_\_ and I will be graduating from ISU in year with a degree in \_\_\_\_." (Smile, shake hands) "I am looking for an internship/full time position in the career area that utilizes my skills in \_\_\_\_, \_\_\_\_, and \_\_\_\_."

### **Time Management & Strategies**

- Know the layout of the event and which employers are a must for visiting.
- Allow enough time to meet the employers on your list as well as others that might interest you once you are at the fair.
- Practice your introduction with someone to guarantee a professional delivery to your priority employers

### **Show Confidence & Initiative**

- Engage the employer with a firm handshake, eye contact, and a smile.
- Be enthusiastic to speak with the employer and learn more about the company.

**Network**

- Meet people, get your name and resume out there, and learn about employers. This is essential for any career stage, whether you are actively seeking or not.
- Consider speaking with organizations you would not normally be interested in; they might be more relatable than you think.
- Make small talk with other job seekers – you may find out about new opportunities.

**Take Notes & Get Contact Information**

- Collect business cards and materials from the representatives you meet.
- Take notes after each conversation – this will help with future decisions and interactions.

**Follow Up**

- Send a personalized thank you note or email within a few a days after the event.
- Express gratitude for their time and remind them of your interest.

For more information, visit:

Human Sciences Career Services (<http://www.hs.iastate.edu/career-services/>)

or

Liberal Arts and Sciences Career Services (<http://www.las.iastate.edu/career-services/>)