How to successfully attend Career Day

Before the event

- Update your resume
- Have your resume critiqued and proofread
- Obtain a list of employers attending the event from the Career Services office or website
- Research the companies who may be of interest to you
- Prioritize who you are going to visit
- Plan to give yourself plenty of time
- Prepare your infomercial
- Remember to dress professionally
- Bring multiple copies of your resume
- Bring your personality and a great attitude

FYI: Your Infomercial
This is a 2 to 3 line script that tells the employer a little bit about yourself: name, year, major, interest in the company

How to make your resume POP

what recruiters look for

During the event

- Register and pick up table map
- Smile, strong handshake, positive attitude, energy
- Ask questions
- Share your resume
- Ask what the next step may be and take notes
- Expect employers to refer you to their company website to apply online
- Leave freebies alone unless offered to you
- Ask for business cards and collect more company information
- Only accept the offer to interview if you are genuinely interested, otherwise decline the offer
  (please do not take away someone else’s opportunity to interview)

Caution: Do Not
- Cruise the booths with a group of friends
- Carry your backpack (Career Services has a place to store backpacks for you!)
- Come dressed for a work out
- “Wing it” when talking to employers
- Come during the last half hour of the event

Career Fair Success

After the event

- Complete the Career Services evaluation form
- Send thank you notes as soon as possible
- Enclose any requested information
- If you were invited to interview, take the time to review potential questions and research the company

Reminder:
Keep track of any business cards and other company contact information. This will be very helpful in your job search.

Art of saying Thank you