



CAREER  
*Fair*  
GUIDE



EASTIN CENTER  
*for* CAREER READINES

AT SPEARS BUSINESS

# CAREER FAIR PREPARATION

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## **What to Bring:**

Resume – Bring multiple copies (20-30) of your resume printed on resume paper. You should visit with the Eastin Center before the fair to make sure your document is well organized and up to date. Utilize the Eastin Center Resume Guide for more information on creating or updating your resume.

Leather portfolio - A portfolio will help you stay organized, keep your resumes crisp, and give you note paper to write down important information. Visit 360 Student Union to purchase one for \$5.

Business cards (Optional) - You can order them for \$5 from hireosugrads.com in job searching supplies. Be sure to order at least two weeks before the career fair so they can arrive in time.

## **What to Wear:**

Wear a business suit in dark colors like navy, black, or grey. Men should also wear a tie and be clean shaven. Women can wear a knee length skirt or slacks. Pair your suit with a dress shirt or blouse in a conservative color and low heels or dress shoes. Limited makeup, accessories and cologne/perfume should be worn. Iron your clothes and practice wearing them. See our Dress for Success Infograph for more information on business casual versus business professional dress.

## **Research Employers and Positions in Advance:**

Utilize hireosugrads.com to research who is planning to attend the career fair and what positions you might be interested in applying for. Use your portfolio to organize information on which companies you want to pursue and the details on their locations and positions. This will help you start conversations, prepare questions to ask, and demonstrate your interest.

## **Networking with Recruiters:**

Approach the table, and wait your turn if the recruiter is occupied with another student. Lead with a handshake, your name, major, student status, what position you are interested in with their company, and highlight your related experience. If you are unsure of what to say when introducing yourself, consider using the Find Your Why Guide from the Eastin Center to help you create your 30-second commercial. Be prepared to answer a few questions or provide more information if they ask and don't be afraid to ask questions. Have a resume easily accessible to hand them and don't forget to ask for a business card. Hold off on reaching for their giveaways; the recruiter will offer them after you are done visiting. Thank them for their time and don't forget to apply ASAP for the positions of interest.

## **Career Fair Etiquette:**

- Arrive early; some recruiters will start to leave by 3:30pm.
- Send a follow-up thank you email or card to the recruiters you spoke with. The Eastin Center has a Thank You Letter Guide if you need help forming your email or card content.
- Don't ramble or awkwardly walk away from a recruiter. Practice your pitch and be confident.
- Don't bring a friend or a girlfriend. You will appear unprofessional and ill prepared.
- Be aware of deadlines; some positions will expire within 24-48 hours of the fair.
- Leave your backpack or purse in the lobby or at home and keep your clutter to a minimum.