

JOB & INTERN FAIR PREP

The Future is Now!

Why Should I attend?

Everyone can benefit from going to a job and internship fair. It's a great opportunity to collect a lot of information about a variety of internships, student jobs, and professional positions in a very short period of time. You can learn more about organizations, and what kinds of positions exist. They also present the best opportunity to get one-on-one face time to network, develop contacts, and sell yourself to recruiters.

Before you Go

- 1) **Research organizations attending.** Check the Career Services Website to see who is coming; then go their websites, look at their open position(s), read press releases and news reports to see if they are a good fit.
- 2) **Polish your resume.** Come into a drop-in session to have a Career Counselor look at your resume. Review our Quick Guide (http://www.kent.edu/sites/default/files/samples_resumes_cover_letters.pdf).
- 3) **Clarify your goals.** Why are you attending the fair, and what do you hope to get out of it? Information about employers? A chance to meet a representative from a particular company? A job market overview?
- 4) **Practice your Elevator Pitch.** Prepare a 30-60 second introduction about yourself, highlighting your name, school, major, the type of position you seek, and why you are interested in the organization. More tips can be located here: <http://www.kent.edu/career/your-one-minute-elevator-pitch>

What to Wear and Bring

- 1) **Dress to Impress.** Men and women should plan on wearing a suit. No flashy jewelry or shoes. Hair should be groomed. Tattoos should be covered. Avoid heavy makeup and strong perfume or aftershave. Check your coats at the Ballroom entrance (book bags should be left at home).
- 2) **Carry a Simple Portfolio for Resumes.** Bring plenty of copies of your resume, as you may speak to more organizations than you planned to.

During the Fair

- 1) **Pick up a fair map and nametag.** Career Services provides several check-in stations. Locate organizations you want to speak with to maximize your time. Fill out your nametag, and place it below your right shoulder.
- 2) **Make a STRONG first impression.** This includes making eye contact, a firm handshake, possessing a smile and pleasant demeanor, and being positive, friendly, and conversational. Career Counselors will be in attendance for last-minute questions and coaching!
- 3) **Don't travel in groups.** This isn't a social event; it's a chance for you to market yourself as a future employee.
- 4) **Ask for contact information.** Ask for the business card of the person you spoke with, and who you should contact within their organization after the event.
- 5) **Ask appropriate questions.** Be ready to ask intelligent questions during the interview. **DO NOT** bring up issues related to salary and benefits until the employer initiates these topics.
- 6) **Be organized.** Gather business cards and brochures obtained and make notes on organizations you visited. This will help when you are contacted, and questions arise.

After the Fair

- 1) **Follow-Up.** Send thank you notes to employers you met with within 24-48 hours. Thank them for their time, and mention you hope to hear from them soon.
- 2) **Apply.** Complete the online application for the companies that showed an interest in you or you in them.