

1. Be Prepared:

- Employers are impressed if you show that you have taken an interest in their organization. Don't just show up to the Career Event, come well prepared! There are many ways to get background information on an organization. They include the internet, newspaper articles, publications, LinkedIn and professional associations. Knowing a little about the firm is a great conversation starter and lets the employers know you are interested and informed.
- Have business cards and resumes handy, and if possible a customized cover letter.

2. Connect With People and Strangers:

- Go to an industry conference or event. If it is too expensive call the organizer and ask if you can volunteer in order to gain entry.
- Go to the event ALONE! This forces you to network.
- Arrive early, well-dressed and prepared to speak with employers.
- Don't be shy. YOU are the reason the employers are there. They want to talk to you.
- Visit employers on your own; don't take your friends with you. Introduce yourself to 3 new people before you leave.
- Ask for relevant information to further expand on your knowledge of the organization
- Be Confident! Take some time before the event to reflect on what you have to offer and be prepared to show that to employers.

3. Be Courteous:

- Treat everyone respectfully, don't interrupt while they are speaking with others.
- Build on Employer information; pick up any available information.
- Say "Thank you."

4. Be Professional:

- Use your interpersonal skills to impress the employer.
- A Career Fair, although not a formal event, is still about making a good first impression. To impress employers, students should be well groomed and organized. This means NO JEANS AND RUNNING SHOES! Dress pants, skirts, blouses, dress shirts and dress shoes will convey an image of professionalism that employers look for in an employee. Please refrain from wearing too much jewelry.
- Take off coat & leave knapsack and large bags in your locker or vehicle.

5. Resume Tips:

- Students should update their resumes regularly. If you require professional assistance, stop into GH108. You want to ensure that your resume is polished. Don't leave it to the last minute.

6. Tips for creating a good first impression:

- Be prepared
- Research the company
- Maintain eye contact
- Smile
- Use a firm handshake
- Sell yourself and ask questions
- Use appropriate body language
- Wear conservative clothing and jewelry
- Be positive
- Do not chew gum
- Be enthusiastic
- Use a confident voice and manner

Smile & Ask

Start with a smile and a firm handshake

Make eye contact

Introduce yourself with your program and name

Let people know what you have done

Explain what you are seeking

&

Ask questions that you have prepared ahead of time

Say thank you; they came in to see you

Keep in touch after the event