

Prepare for the In-Person Career Fair



Career Fairs are a great way to network and learn more about companies, opportunities, and jobs / internships. Attend every chance you get and make the most of the experience using these tips and suggestions!

Before the Fair

- Check Handshake to see which companies are attending (log on to Handshake, go to “Events” – filter for career fairs – click on and view the employers attending to learn even more information about the company)
- Research the companies and make a list of your target companies
- Create a list of questions you want to ask the company representatives
- Review and revise your resume through the Division of Career Pathways’ drop in advising
- Rehearse your elevator pitch

At the Fair

- Check in with Division of Career Pathways staff
- Review the map and locate your targeted companies
- Approach a representative at one of your targeted companies, smile, shake hands, and introduce yourself with your elevator pitch
- Ask good questions that show you researched the company
- Thank the employer, ask for a business card and/or leave your resume with them (if that’s okay), shake their hand again, and smile (don’t focus on the giveaway items)

After the Fair

- Organize all your notes, business cards, or company literature so that you can easily refer to the information
- Follow any instruction you received from the employer, including applying online
- Follow up with the company reps by sending them a thank you email within 24 hours (thank them for their time, inquire about any items left unfinished, and ask any follow up questions you may have)
- Prepare for any potential interviews

What’s it like at the In-Person Fair?

In-Person career fairs are really busy with lots of people, and you may need to wait in line to be able to speak with your targeted employer. This is why it is so important to prepare ahead of time, so that you don’t have to do all of your planning once you arrive.

Remember...

Career fairs are only one job search strategy and you most likely will not find a job based solely on a career fair. Make sure to follow through with other strategies as well. See the Division of Career Pathways’ other resources, events, and programs for additional assistance.

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What Will I Wear?

Take the time to try on a few items from your closet and plan what you will wear. Business attire or business casual is suggested.

I'm wearing: _____

DON'T FORGET YOUR

- Resume Copies (at least 15)
- Padfolio/Folder
- Pen
- Student ID Card

Who Should I See?

Make a list of the companies that are a top priority to visit. Stop by other companies if time permits.

Employer Target List:

_____	_____
_____	_____
_____	_____

What Should I Say?

Develop and practice a self-introduction

Who am I? (e.g. name, university, class standing, major)

Example: Hi, my name is John. I'm a Psychology major at UCI and I'm graduating next June.

Your Turn: _____

What am I seeking? (e.g. a job or internship, exposure to a certain field, learn about an industry)

Example: I'm really interested in a career in Human Resources

Your Turn: _____

What can I offer? (e.g. highlight relevant experience, skills, achievements)

Example: I worked as an office assistant last year and oversaw a busy front desk, and helped process new employee paperwork.

Your Turn: _____

What is my objective? (e.g. learn about opportunities in a certain field, start a conversation, make a connection) *Perhaps end with a question*

Example: I researched Company X and saw the entry-level jobs available at the L.A. office. Can you tell me more about those opportunities?

Your Turn: _____

Read the "[Elevator Pitch](#)" and "[Prepare for the Virtual Career Fair](#)" career guides for additional information on preparing for career fairs.