

# Attending Career Fairs & 2<sup>nd</sup> Story Employer Tables

Career Fairs and 2<sup>nd</sup> Story events provide opportunities to network, get advice, and learn about the application process for internships and jobs.

## Before the Event

- Review employers' websites, information shared in advance, and event logistics.
- Identify the employers and representatives you want to speak to and prepare for those conversations.
- Use your research about employers, their work, and available positions to develop questions to ask.
- Update your resume and bring multiple copies.
- Develop and practice your elevator pitch/professional introduction.
- Be prepared to talk about yourself and your experiences. Practice responses to questions out loud.
- Plan what to wear based on the event type and location. Career Fairs are business casual or better preferred.

## During the Event

- Demonstrate professionalism through your actions. Keep your phone on silent and out of view.
- Greet representatives with a firm handshake, smile, and professional introduction.
- Listen to presenters and ask questions.
- Respect employers' time and leave time for other students by keeping your conversations brief.
- Engage in two-sided conversations and get to know employer representatives. Ask about roles, experiences, and opportunities.

## After the Event

- Take detailed notes after speaking with people. This will help you personalize and enhance follow-up conversations as well as application materials and interview responses.

- Send personalized thank-you notes via email within two days of the event, reiterating your gratitude and interest.
- Incorporate the information you gathered into your thank-you notes, application materials, and interview responses.