



THE CAREER FAIR: STEP BY STEP

Monday, Sept 22, 12:00-4:00 – Engineering, Computing and Sciences, Littlejohn Coliseum
Tuesday, Sept 23, 12:00-4:00 – Engineering, Computing and Sciences, Littlejohn Coliseum
Wednesday, Sept 24, 12:00-4:00 – Engineering, Computing and Sciences, Littlejohn Coliseum
Thursday, Sept 25, 12:00-4:00 – Business, Social Sciences & Humanities, Littlejohn Coliseum

PRE-FAIR EVENTS

Need help introducing yourself at a Career Fair? Want resume feedback before applying for jobs or internships? You can now stop by *any day* to meet with career counselors—no appointment needed! All events are located at the Nieri Family Alumni and Visitors Center, 2nd floor.

- Practice your 30-second commercial
- Get personalized resume feedback
- Meet with staff and employees who are here to support you
- Take a free professional headshot (**check Instagram page for specific dates and times**)

Monday, Sept 15, 2:00-4:00

Tuesday, Sept 16, 10:00-noon, 2:00-4:00

Wednesday, Sept 17, 10:00-noon, 2:00-4:00

Thursday, Sept 18, 10:00-noon, 2:00-4:00

Friday, Sept 19, 2:00-4:00

Before the Fair

- ☐ Print out multiple copies of your resume. Many students have questions about including an Objective Statement on their resume for the Career Fair. There is no right or wrong answer, but we have found that employers typically recommend including an objective statement if you are looking for a specific job or internship. For example, the Objective Statement may state: Junior Mechanical Engineering student looking for a manufacturing internship. However, if you are open to a variety of internships, we recommend not including an Objective Statement.
- ☐ Bring an attractive binder or padfolio to hold the copies of your resume, business cards and other materials you may gather.
- ☐ Prepare one or two business-professional outfits. Many employers hold on-campus interviews the day after the fair. Visit the Career Closet for your 2 free items per semester.
 - Suits, sweaters, dress shirts, dress pants, and skirts are all appropriate.
 - Have clothing all freshly cleaned and pressed prior to the Career Fair.
 - Stay away from heavy perfume/cologne, chewing gum, or smoking before the Career Fair.
- ☐ Research which employers will be attending the Career Fair – keep in mind, there will be different employers each day. You may find this information in two different locations: our mobile App and our [website](#). See login instructions below.
 - Mobile App: Download the “Careers by Simplicity” app from the Apple App Store or Google Play to view employers attending, what majors they are recruiting and information on their company. Login to the app using your Clemson University username and password. (For example: username would be “janed” and NOT “janed@clemson.edu”)
 - Career Center Website: Go to career.clemson.edu/fairs

- Scroll down to Clemson University Fall Career Fairs and click on “See Who’s Coming.” Employers are listed alphabetically.
 - Once you get to the alphabetical list of employers, you can click on “Advanced Search” to narrow the search to employers who are recruiting your major and/or college.
- ☐ Prepare a 30 second introduction or “commercial” to use when introducing yourself to employers.
 - Include your first name, last name, major, academic standing, career interests, and experiences and skills that match what experiences and skills the company is seeking in internship and full-time candidates.
 - EXAMPLE: “Hello, my name is Ima Tiger. I am currently a senior planning to graduate in May of 2020. I am majoring in political science and interested in working full-time with a government agency after graduation. . . .” “After looking over your website, I am very interested in your. . . [share something specific that you found on their website]”
 - ☐ Be ready to answer standard questions that employers may ask, such as:
 - What are your skills? Why are you interested in this company?
 - ☐ Remember, some employees travel a long way to get to the fair, so if it all possible plan to arrive at least an hour before it is scheduled to end so that you can have the best chance at not missing any employers.

During the Fair

- ☐ Remember the Career Fair is in Littlejohn Coliseum from 12pm – 4pm, Monday, Tuesday, Wednesday, Thursday.
- ☐ Go to the student check-in table located at the Southeast entrance of Littlejohn Coliseum.
- ☐ If you are a student, bring your Tiger One Card with you in order to get a nametag when you arrive. If your name or year is incorrect, please inform the individual who checked you in as your nametag can be changed. We can always make you a nametag if you do not have your card.
- ☐ After you get your nametag, you will be directed to an area to get a sticker that designates your college and/or major.
- ☐ Check the posted QR code or Mobile App (Download the “Careers by Simplicity” app from the Apple App Store or Google Play) to view last minute changes.
- ☐ The fair sponsors will be the first companies you see. Employers will be in alphabetical order as much as possible with the exception of the sponsors.
- ☐ The student lounge is available for you to help you prepare prior to visiting employers or to make notes in between connecting with different employers. It is located in an area behind check-in so if you need to catch your breath or change your shoes after walking across campus you will have a space to do this.
- ☐ Do not be disappointed if you are asked to visit a company’s website to apply since many companies have multi-faceted application processes and may be unable to accept your resume on the spot.
- ☐ Keep in mind that some companies conduct on campus interviews immediately following the Career Fair. Be aware that you could be asked to interview the following day.
- ☐ Relax -- use the Career Fair as a networking tool. Every connection is a good connection!
- ☐ Have fun and be yourself!

After the Fair

- ☐ Ensure your voicemail sounds professional.
- ☐ Develop a tracking method, so it's easy to see how many positions you are interested in, have applied to, are interviewing with, etc.... Excel is a great way to track this information.
- ☐ Tailor/customize resumes and cover letters. Now that you have submitted generic resumes, it is time to create resumes and cover letters with specific objectives and experiences that relate most to each position and company. Need help with this step? Come see us and bring a copy of a position description.
- ☐ Brush-up on interview skills. Online resources include our handouts as well as our online mock interview portal in ClemsonJobLink. In addition, you can schedule a mock via ClemsonJobLink.
- ☐ Follow-up with recruiters and follow the directions they gave you. If one employer said to send your documents but another said to check ClemsonJobLink in a week for a posting, you don't want to confuse their instructions.
- ☐ Continue networking and conducting informational interviews to learn more about the industry and what internship or entry-level positions are out there. Check out our [Online Career Guide](#) for details or see us for more info.

STAY CONNECTED

The Center for Career and Professional Development advertises positions and posts career advice through LinkedIn and Instagram. For more information on everything Career Fair related, visit our website at <https://career.clemson.edu/>

SAVE THE DATE

The Spring 2026 Career Fair will be held at Littlejohn Coliseum early in the semester. The exact dates will be announced soon at <https://career.clemson.edu/>

MY 30 SECOND COMMERCIAL

- Hello I am _____ (offering handshake and/or resume).
I am a (graduate/undergraduate) student at Clemson University majoring in _____ OR I am a recent graduate from Clemson University and graduated with my degree in _____and I have interned at _____ and/or have experience in _____.
- I am interested in your company because _____
OR I am looking for _____.
(Briefly share your career goals, innovative ideas, etc)
- Over the past XX years I have been involved in/with _____

OR researched _____
OR published _____.
I have been recommended by _____ (optional).
I am confident that I can contribute my _____,
_____, _____,
and _____ skills to your company/organization/program.
- Could you tell me more information about your position openings/company? OR
Do you have a position description, brochure, or business card available?
- This could be an opportunity for you to ask some strategic/planned questions.
- Great, Thank You! (Optional FIRM handshake here)

NOTE: Please feel free to rewrite these statements into your own words, but just remember to practice, practice, And PRACTICE!