

#HireUofLBizStudents

ULMER CAREER MANAGEMENT CENTER

CAREER FAIR

HELPFUL TIPS FOR STUDENTS

MARCH 6 / 10AM-2:30PM / CROWNE PLAZA HOTEL

- Prepare an introduction** ● A strong introduction of 20-30 seconds gives a positive first impression. This is simply a statement to introduce yourself and your major, demonstrate some knowledge of the organization/company, express interest, and address what you have to offer them. Practice your introduction and be comfortable giving it.
- Research company websites** ● Take the time to find out which companies will be attending the career fair. Visit CareerTrak for the list and check back often for the most up-to-date list: business.louisville.edu/careertrak. Make a list of the companies you are interested in and research the companies by visiting their websites. Be prepared to answer questions on why you are interested in a specific company and what you are seeking.
- Bring resumes** ● Make sure that your resume is updated and has been reviewed. The best way to ensure this is by stopping by the Ulmer Career Center during Resume Review Days. Then bring twice as many resumes as companies that you want to speak with.
- Dress professionally** ● Make a positive first impression by dressing professionally. For specific tips on men and women's professional dress, check out the CareerSpots videos on business.louisville.edu/careers.
- Have an open mind** ● Keep in mind that you cannot tell what a company or organization has to offer simply by looking at their name or product. Don't be afraid to talk to new companies; you never know what opportunities you might find.
- Be professional** ● Greet everyone with a smile and a firm handshake. Be confident, enthusiastic, and polite. Be sure to collect business cards and follow-up with the employer representatives within 24 to 48 hours.
- Be prepared** ● Have questions ready for the employers that demonstrate your knowledge of the company/organization as well as your interest. Some example questions are:
 - Describe the work environment of your company.
 - How has working at this company influenced your personal and professional growth?
 - What is a typical day like for an intern at your company?

Let us help you prepare!

Attend these upcoming events in the Ulmer Career Center to make sure employers have every reason to
#HireUofLBizStudents!

Contact us to register:
ulmer@louisville.edu
502-852-7756

RESUME REVIEW DAYS

FEBRUARY 16 & 17 / 9AM-6PM

Bring your resume to the Ulmer Career Center either day between 9:00AM-6:00PM and get it reviewed—no appointment needed! Don't miss this event—make sure your resume is career fair ready!

CAREER FAIR PREP WORKSHOPS

FEBRUARY 23 & 24 / 12:15PM-1PM

Come to the Ulmer Career Center either day to learn how to prepare for the Business Career Fair including how to work the room and how to follow-up afterwards.