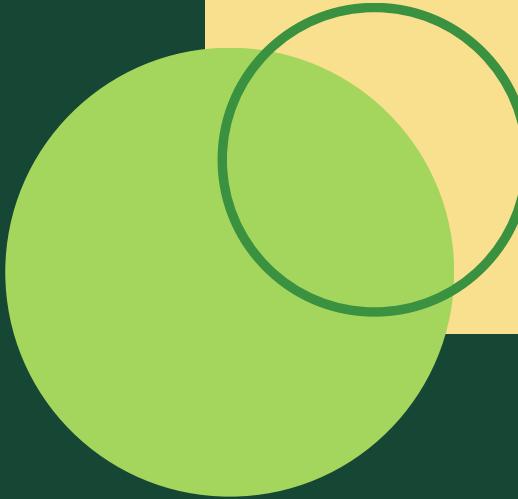


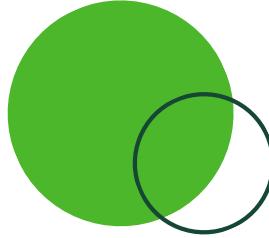


CAL POLY
Career Services

Preparing for the Spring 2023 Career Fair

Jordan Wolf-Dodson (she/her)
Career Counselor, College of Science and Mathematics

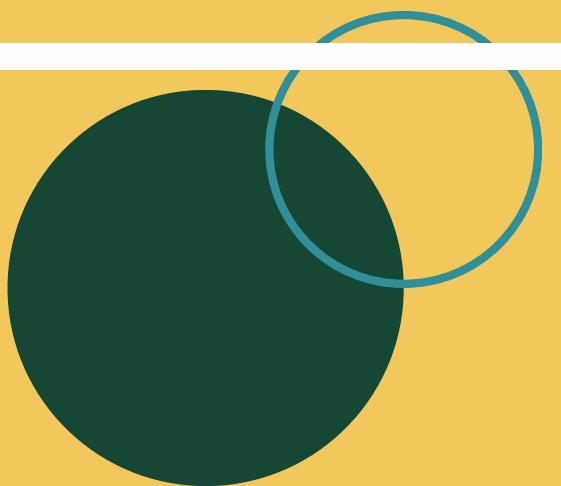




In-Person Spring Career Fair

- REC Center
- Day 1: Wednesday, April 19, 10am-3pm
- Day 2: Thursday, April 20, 10am-3pm
- Register on Handshake for event reminders
- Will need to sign-in at event (QR code)
- Backpack check-in area
- NOTE: 32 local employers will be featured on Day 2
- [In-Person Career Fair Prep Handout](#)

7 STEPS TO PREPARE FOR THE CAREER FAIR



Step 1: Use Handshake/MustangJOBS



FIND COMPANIES/JOBS OF INTEREST (REVIEW THE CAREER FAIR PAGE & EMPLOYERS)



NARROW DOWN AND PRIORITIZE WHICH COMPANIES YOU WANT TO VISIT



FIND CAREER SERVICES WORKSHOPS TO PREPARE



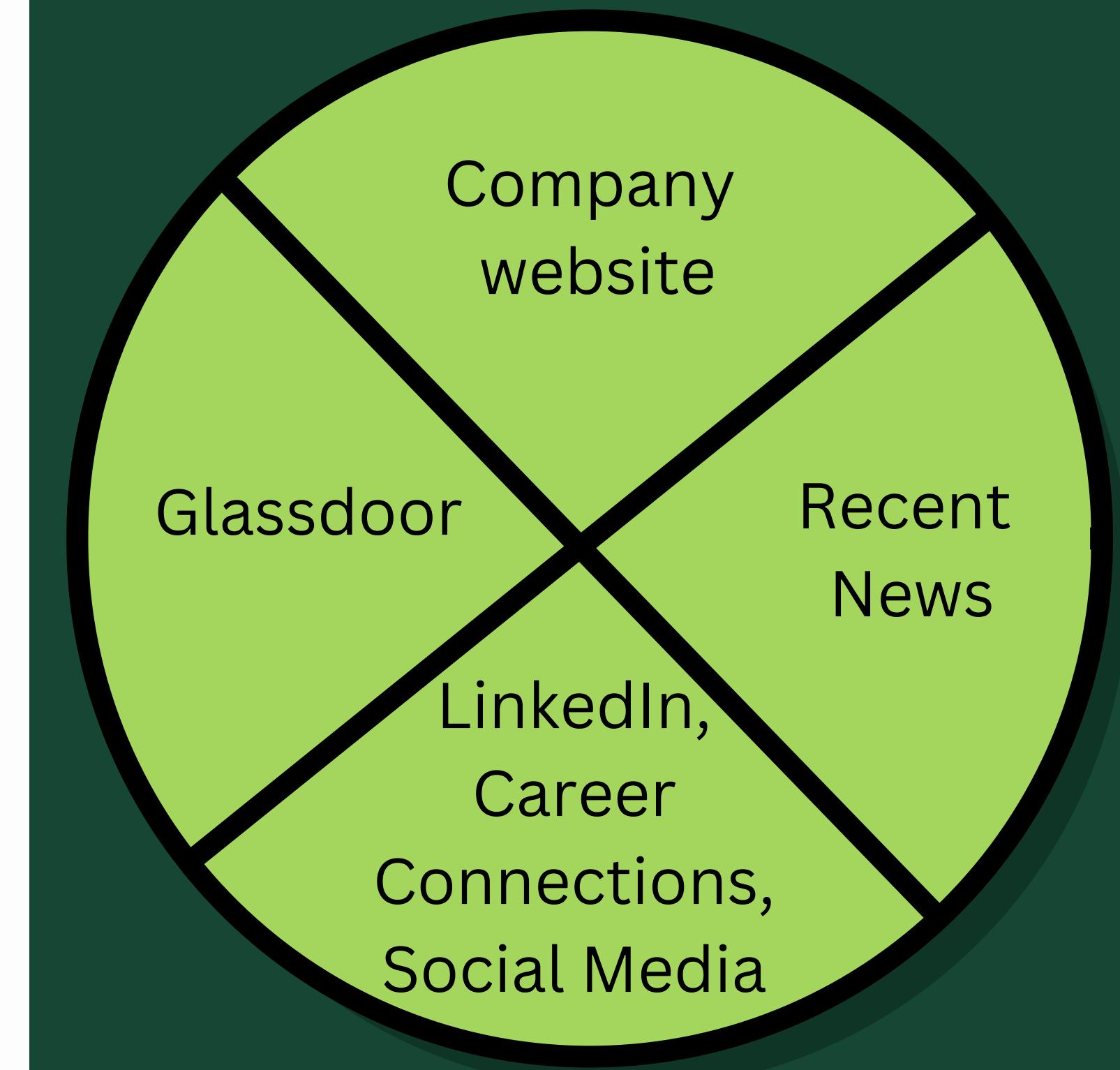
OPT-IN TO RESUME BOOKS (OPTIONAL)



UPDATE HANDSHAKE PROFILE (MAKE SURE GRAD DATE IS CORRECT)

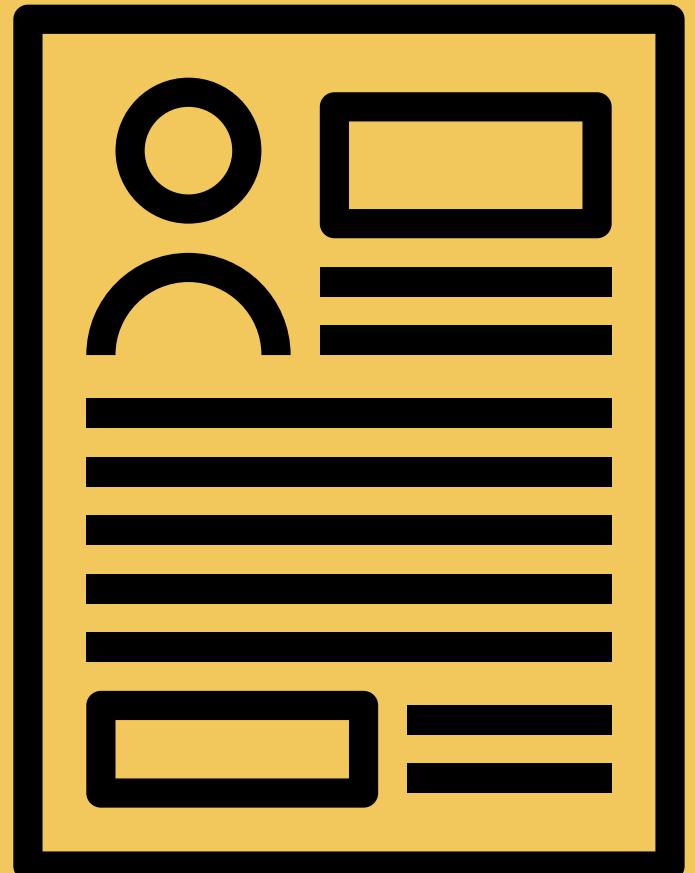
STEP 2: RESEARCH COMPANIES AND PREPARE QUESTIONS

- What does the company make/do?
- Location(s)
- Company values
- For which positions are they recruiting?
- How could you contribute?
- Why are you specifically interested in working for that company?
- Prepare questions based on your research of position/company



Step 3: Prepare/Tailor Your Resume

- **Use the job listing:** Customize resume using key words and qualifications in job listing
- **Include:** Education, relevant courses, internships, jobs, technical skills, class/club/personal projects, extracurriculars, volunteer experience, leadership
- **Overall tips:** One page with most important info at the top, focus on accomplishments and transferable skills, use bullet points, start with action verbs
- **Use Resources!** Meet with a career counselor in an appointment or drop-in hours (1-4pm, Mon-Thurs). See resume samples and guide on Career Services website.



Step 4: Practice Elevator Pitch



Who are you? What makes you unique?

Include class level & major



What are you looking for?

What role are you interested in? Why?



Why You?

Share relevant experience/skills



End with a Transition

Ask a question!



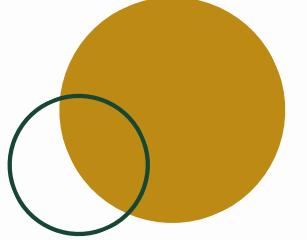
Step 5: Dress for Success!



Professional
**CLOTHING
CLOSET**



Step 6: Engage with Employers



- Demonstrate interest and enthusiasm
- Use a firm handshake (if comfortable)
- Introduce yourself to employer/reps and listen to their intro
- Launch into pitch if **given the opportunity**
 - Be ready to answer questions about your background and qualifications
 - Know how to answer, "**What do you know about our company?**"
 - Ask appropriate questions
 - Ask for business card/contact info
 - End by thanking them and reiterating interest in role/company



Step 7: Follow Up!

Reach out via email/LinkedIn



- Thank employer and restate interest
 - Ask follow-up questions
 - Have patience! Not everyone responds to thank you emails/connection requests



RECRUITING GUIDELINES

- Employers should allow a minimum of **two weeks** from the date of the written offer for you to accept/decline
- Guidelines only apply to companies who went through Career Services to recruit you (Career Fairs, Info Sessions, On-Campus Interviews, or Job Listings on Handshake/MustangJOBS)
- We hope students feel confident in their decision before accepting an offer. If you want help navigating your offer, schedule an appointment or go to drop-in hours for assistance!

Additional Resources

Resource Toolkit

- **Resumes/Cover Letters**
- **Interview Prep**
- **Negotiating Offers**
- **Career Exploration**

Informational Interviews/ Networking

- [LinkedIn](#)
- [Career Connections](#)
- **Learn from others in your field of interest!**

Graduate Status Report

- **See where other MATH students have found employment!**
- **Companies, job titles, industries**

Meet with Us!

- **Schedule an appointment (30 min, in-person or Zoom)**
- **Drop-In hours (Zoom, 1-4pm Mon-Thurs)**