

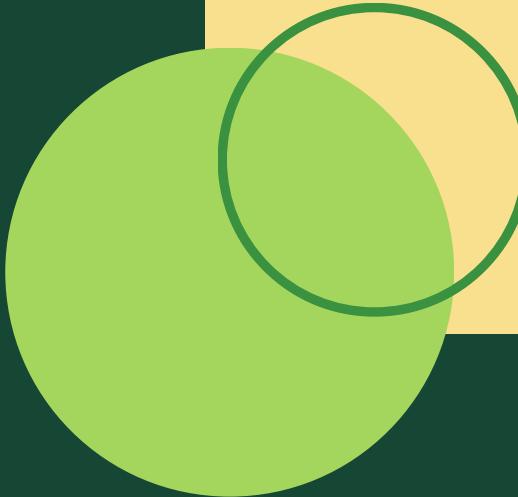


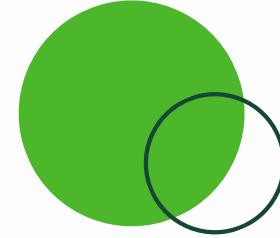
**CAL POLY**  
Career Services

**MATH 202**

# Preparing for the Fall 2023 Career Fairs

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





# IMPORTANT DATES

## In-Person Fall Career Fair (Rec Center)

- Day 1: Wednesday, October 11, 10am-3pm
- Day 2: Thursday, October 12, 10am-3pm

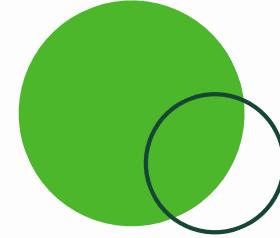
## Virtual Fall Career Fair (MustangJOBS)

- Day 1: Wednesday, October 18, 10am-3pm

[In-Person  
Career Fair Prep  
Handout](#)

[Virtual  
Career Fair Prep  
Handout](#)

[Upcoming Events  
and Workshops](#)



# OTHER CAREER EVENTS

## Computing Career Fair (Rec Center)

- Tuesday, October 10, 4pm-7pm

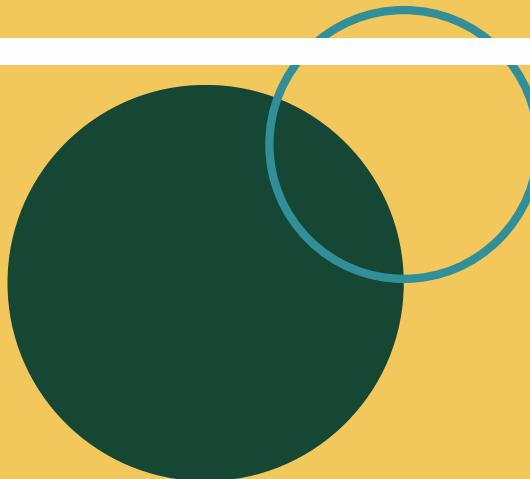
## Student + Employer Diversity Mixer (MAC)

- Wednesday, October 11, 4pm-6:30pm

## Virtual Graduate & Professional School Fair (MustangJOBS)

- Thursday, October 19, 10am-3pm

# 7 STEPS TO PREPARE FOR THE CAREER FAIR



# **Step 1: Use Handshake/MustangJOBS**

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**FIND  
COMPANIES/JOBS OF  
INTEREST**



**SIGN UP FOR  
SESSIONS (VIRTUAL  
FAIR ONLY)**



**UPDATE HANDSHAKE  
PROFILE (MAKE SURE  
GRAD DATE IS  
CORRECT)**



**FIND CAREER SERVICES  
WORKSHOPS TO  
PREPARE**



**OPT-IN TO RESUME  
BOOKS (OPTIONAL)**



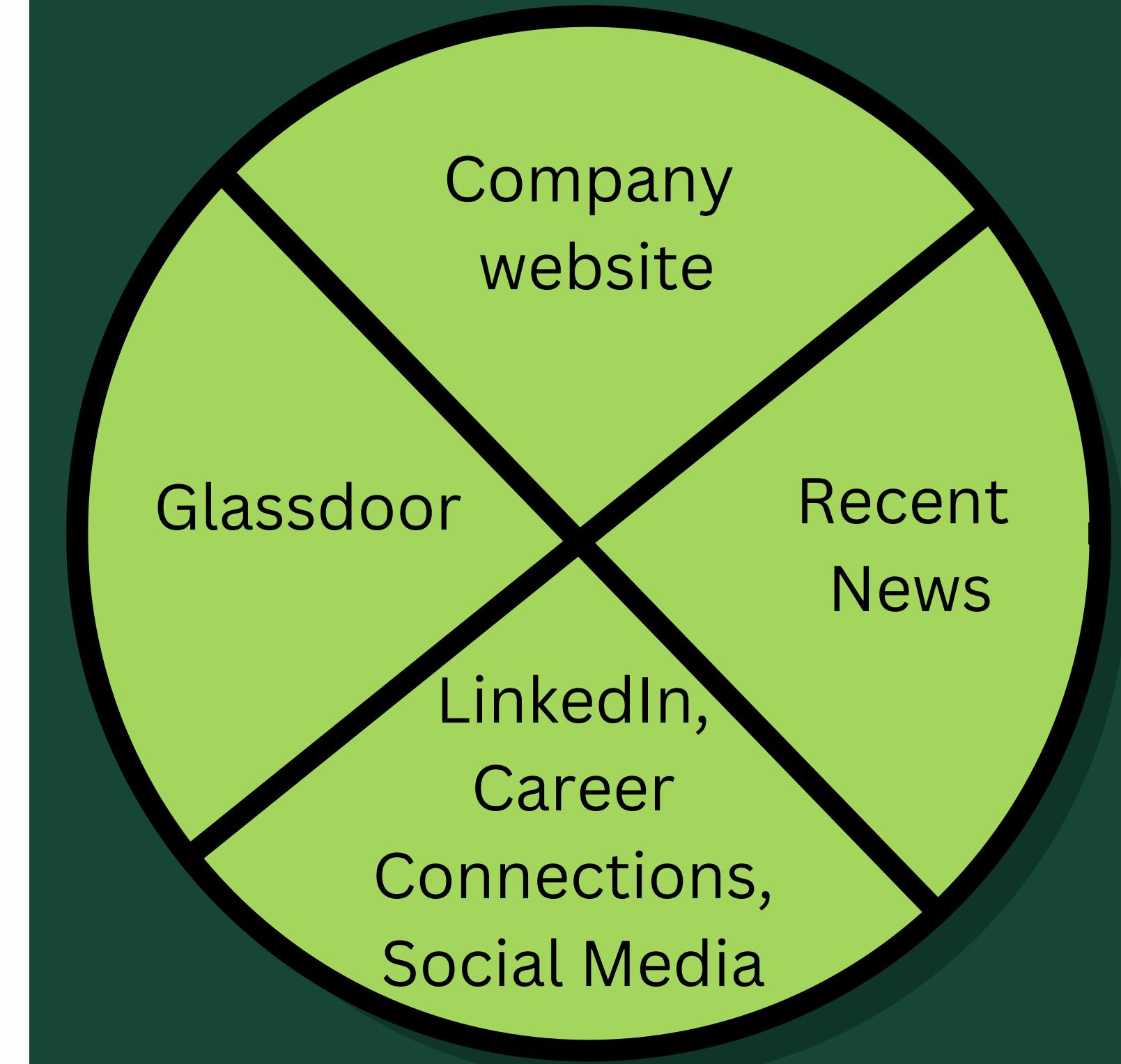
**NARROW DOWN AND  
PRIORITIZE WHICH  
COMPANIES YOU  
WANT TO VISIT**

- **Analog Devices**
- **Enercon Services, Inc.**
- **Farm Credit Administration**
- **Haas Automation Inc.**
- **Kairos Power**
- **Northrop Grumman Corporation**
- **Parker Hannifin Corporation**
- **Quartus Engineering**
- **Tesla**
- **Texas Instruments, Inc.**
- **Verkada**
- **Yardi Systems**

## **Companies to Check out at the Fall 2023 Career Fair**

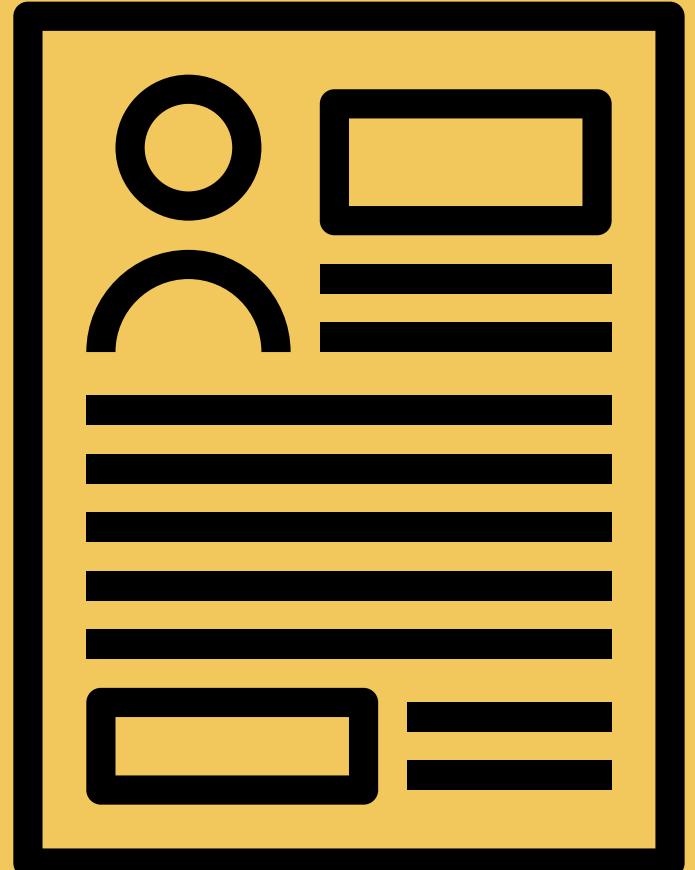
# STEP 2: RESEARCH COMPANIES AND PREPARE QUESTIONS

- 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:** Tailor 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 and start with action verbs
- **Use Resources!** Meet with a career counselor in an appointment or drop-in hours (11am-1pm, Mon-Fri). 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 4: Practice Elevator Pitch

## Example:

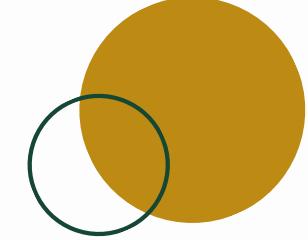
1. Hello! My name is \_\_\_\_\_ and I am completing a bachelor's degree in mathematics with a minor/concentration in \_\_\_\_\_.
2. I have a strong background in (skill/area) with hands-on experience from \_\_\_\_\_.
3. I'm really interested in \_\_\_\_\_ because \_\_\_\_\_, and my goal is to \_\_\_\_\_.
4. I'm particularly drawn to X internship at Y company because \_\_\_\_\_, and I believe my skills align well with this opportunity.
5. Could you tell me more about \_\_\_\_\_?



# Step 5: Dress for Success!



# Step 6: Engage with Employers



- Demonstrate interest and enthusiasm
- Use a firm handshake
- Introduce yourself to employer/reps and listen to their intro (often very conversational!)
- 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

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- 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)
- Employers should allow a minimum of **two weeks** from the date of the written offer for you to accept/decline
- Fall Quarter: **November 15** deadline for students to accept/decline
- 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, 11am-1pm Monday-Friday)**