

PREPARING FOR A CAREER FAIR

student checklist for success

Before the fair

- Get into ePACK @ www.ncsu.edu/career. Employers use ePACK to post internships & jobs, review resumes, and select students for interviews.
- View the list of employers attending each fair.
- Research employers and create a short list of those you would like to meet at the fair.
- Speak with faculty ahead of time if you need to miss class.
- Prepare your resume and have it reviewed.
- Print 25+ copies of your resume; store in a portfolio or folder.
- Prepare a 10 second introduction that includes the following: your name, your major and year, and your career interests.

"Hi, I'm Ashley Roberts. I'm a sophomore in communications and I'm very interested in a summer internship at WRAL."

"I'm Alex Williams, a senior in civil engineering. I'm graduating in December with a structures concentration. I am interested in design positions in your Greensboro office."

Day of the fair

- Dress professionally. Interns and co-ops wear business casual (nice casual). Graduating students wear traditional interviewing attire.
- Arrive early in the day, if possible.
- Check in at the front desk; pick up a map of the fair layout.
- Watch seasoned students in action.
- Speak to recruiters. They want to speak with you - many are NC State graduates. Begin with an employer (not on your target list) to practice.
- Large well-known employers receive lots of interest. Do not overlook outstanding opportunities with smaller or unknown organizations.
- Smile, initiate a handshake, introduce yourself, and offer your resume.
- Follow the cues of each employer.
- Show interest - ask questions.
- Look for ways to relate your strengths to their needs.
- Thank them for their time and ask about the next steps.
- Request a business card.
- Take notes after important conversations.

After the fair

- Email thank you notes to select employers.
- Follow up with the application process as directed by employers.
- Save business cards for the future.