



## PREPARING FOR A CAREER FAIR

*checklist for success*

### ***Before the fair***

- \_\_\_ Get into ePACK @ [www.ncsu.edu/career](http://www.ncsu.edu/career). Employers use ePACK to post internships & jobs, review resumes, and select students for interviews.
- \_\_\_ View the list of employers attending @ [www.ncsu.edu/career](http://www.ncsu.edu/career).
- \_\_\_ 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.
  - (1) Your name
  - (2) Your major and year
  - (3) 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."

"Hi, 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 who is 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.