

# PREPARING FOR A CAREER FAIR

*student 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: 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.

*Updated 2010*