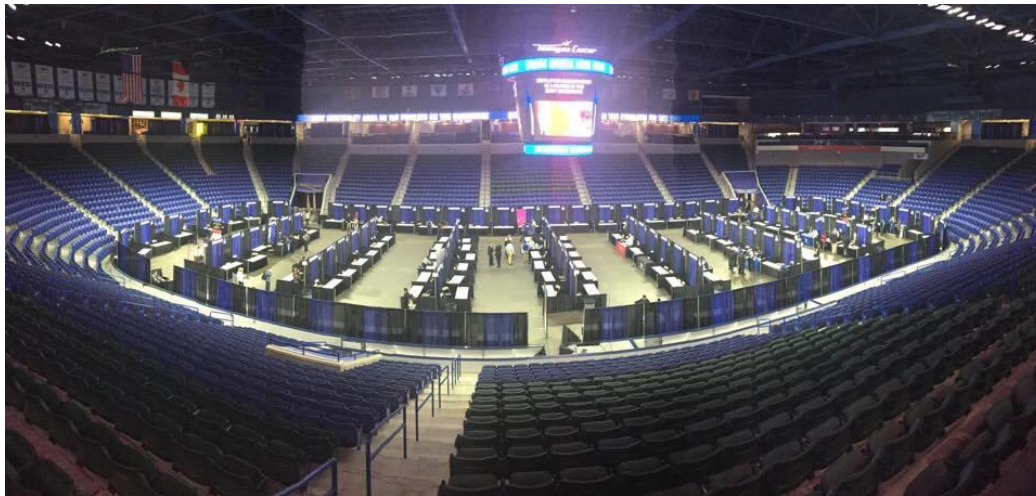


Career Fair Prep

Professional Development Seminar



October 18th 4-7pm

- Tsongas Center
- Dress Code: Business Professional
- List of Companies
 - On Career Services website
 - Filter by Position Type, Industry, Major
- If they have jobs posted, apply prior to the fair

[Hot News](#)

[Schedule Your Appointment](#)

[Fall Career Fair! See who's coming.](#)

[Drop-in schedule for October](#) (pdf)

Logistics

Before You Come:

- Clean & iron professional attire
- Lots of walking, wear appropriate shoes
- Print at least 20 copies of your resume

Getting To/Being at Tsongas:

- Take public transit, parking will be tight
- No coat/bag check (you can leave items in the stands)
- Student hospitality area (at top of stairs)

Professional Headshots

- Free LinkedIn photos taken in the lobby!
- Plan your time accordingly - long lines often form



Look Professional

- Take a lap to get a lay of the land
- Have your copies of your resume neatly stored in a padfolio or folder
- Decide who your top employers are, *but talk to others*
- Firm handshake, make eye contact
- Check your appearance, your palms, and your breath



Act Professional

- Future employers are all around you – actions speak louder than words
- Paper resumes not always accepted and business cards won't always be given
- Not all companies will have jobs right now, but are at the career fair to build a talent pipeline
- If the recruiter gives you directions to apply online, listen carefully and do exactly as s/he instructs

The Approach

- Walk up and say hello (handshake possible)
 - Introduce yourself
 - Recruiter will talk about possible matches
 - Pick up literature/swag and leave table

Introduce Yourself

- *Hi, my name is Joe Schmo. I'm a computer science major with a minor in robotics. I'm looking for a summer internship where I can get some hands-on programming experience. Can you tell me about any openings you have?*
- *Hi, my name is Joe Schmo. I'm looking for either a 6 month or 3 month co-op. I previously did a summer internship at _____ company and learned a great deal about MATLAB. I'm also part of the robotics club on campus.*
- *Hi, my name is Joe Schmo. I'm looking for a 6 month. I'm well versed in object-oriented programming and just finished a project for my Computing III class where I designed a program to _____. Your company sounds really interesting – do you hire 6 month co-ops?*

If you have secured a position already...

Hi, my name is Joe Schmo. I'm a junior electrical engineering major. I recently accepted a summer co-op, but I plan on doing a second co-op (or I'll be graduating soon) and wanted to learn more about your company.

Can you tell me if you offer summer internships (or what you might have available for full-time work)?

Don't be a booth hog

When the conversation has reached its natural end...

Well, I see you have a long line, so I'll let you get to everybody else. Thanks for talking to me about the mechanical engineer position. I'm going to apply tonight. Do you have a business card by any chance?



Things Not to Do

- “So... what does your company do?”
- Lurking around a booth
- Hogging a booth
- Grabbing lots of swag items



After the fair

- Follow up with contacts
- Send thank you emails (as appropriate)
- Apply right away