

Career Fair Assignment

Course Objectives:

- *Feel confident preparing for and navigating a job search, including attending and following up after career fairs and other networking events.*
- *Have a polished resume and accompanying job search correspondence.*

Attend the Career Fair - you are not expected to attend for the entire duration but should plan to attend for approximately 2 hours. **Professional attire is expected. Bring your UML ID.**

Relevant Reading: Making the Most of Career Fairs (*handout is available on Blackboard*)

Prior to the Career Fair:

- Use CareerLINK and/or the free UML Along the River app to develop a list of companies to visit.
- Research the companies to see if they have already posted co-op jobs or other positions on CareerLINK and submit your resume in advance of the fair.
- Prepare questions to ask and practice your pitch.
- Ensure that you have:
 - appropriate professional attire to wear
 - more copies of your resume than you anticipate needing printed on resume paper (available at the RiverHawk Shop and office supply stores)
 - a padfolio to carry your resume.
- Leave your backpack, textbooks, etc. in your room, car, or locker if possible.

During the Career Fair:

- Meet representatives from each of the companies of interest to you.
- Take notes as appropriate and secure materials (*including the name of the representative*) for each organization you visit. *It is very helpful to secure a business card, however, please know that many representatives do not share these.*
- As time allows, visit additional companies to learn more about them.

After the Career Fair:

- Write thank you notes to all the people you met at the Career Fair – *email is fine*. Some representatives do not give out business cards and therefore you may not be able to do this in all cases.
- If any employers contact you following the fair, be sure to respond within 24 hours.
- Be prepared for a reflective exercise during the next class session pertaining to the fair and the conversations you had at it. Questions may include, but are not limited to:
 - What was the most exciting part of the fair?
 - What most surprised you?
 - What would you do differently next time?
 - What companies most interested you and why?