Throughout the fall and spring semesters, several career fairs will be sponsored by various colleges, campuses, and Career Services. At these career fairs, you can come in contact with many employers in a few short hours. You can speak with the organization representatives about career opportunities and present your qualifications for positions you may be seeking.

Employers will be looking for candidates who are professional, articulate, career-directed and prepared. Although many employers attend career fairs to promote their organization and opportunities, most use career fairs as a pre-recruiting screening tool. Therefore, you should present yourself to them as a prime candidate.

You are encouraged to use career days as part of the career exploration and development process. Talk with employers to learn about careers in various industries and get advice on increasing your marketability within your field. It is a valuable opportunity to start and/or enhance your job search network. If you are a first-year student, consider volunteering at the fairs to get an inside look of how things work before you have to start the internship/job search process yourself!

To make the most out of career fairs, we recommend that you:

1. Prepare your resume and have several copies available to bring with you that day. Attend resume workshops, use this Guide or the Career Services website for assistance in preparing your resume. And don't forget to have it reviewed by a career services professional!

2. You will only have a few minutes to present yourself as a candidate; positive first impressions are vital. Dress appropriately. Suits are usually expected, but visit the fair webpage to find out what dress is suggested for different events.

3. Go online and research the organizations attending the fair. Identify the organizations with which you are interested in speaking and narrow your list down to your top ten. Be ready to articulately state why you are interested in each particular organization.

4. Introduce yourself to the representative in a positive and confident manner; offer a firm handshake. Include your name, your major, and the year you are graduating.

5. If looking for a job, give the representative a resume and be ready to discuss your background, qualifications and career goals. Ask what you should do to apply for a position.

6. Tell him/her what your interests are, such as:
   - discussing a particular career or job with that organization,
   - discussing something of interest you learned from their web site,
   - learning more about what someone in a particular career does,
   - discussing internship or summer job opportunities.

7. Think of questions regarding your area(s) of interest. Take notes on what you learn. Some questions might be:
   - What are common career paths with your organization?
   - What is the training program for new hires?
   - What do you look for in a candidate?

8. Make sure you obtain the representative's name, title, address, and phone number in order to follow up. Collect business cards and literature. Take a few moments after speaking to a recruiter to jot a few notes about the conversation on the back of their business card. Utilize these notes in your follow-up thank you email. After the career fair, you should make it a point to follow up with an additional resume and a letter/email expressing your interest in the company and in what they have to offer.

For information on all Career Fairs, visit careerfairs.psu.edu
**Sample 30-second intro:**

My name is __________. I will be graduating in May with a degree in _________ and am seeking full-time positions focused on _____________. I am interested in working with __________ because ________________.

My name is __________. I am a sophomore, majoring in _________ and I am seeking an internship for the summer of 2014. I am interested in interning with ____________ because _________________.

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<th>Organization</th>
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Photo by Laura Glickstein