

# CAREER FAIRS

## Investigate

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Speak with all the company recruiters. Learn about the organizations and about current and future career opportunities. Collect and read their written materials. This information will be valuable for you as you make career decisions and prepare for your job search.

## Take your Time and be Patient

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Opportunities like this do not come along often. Make the most of the event and plan to spend the day there. Take plenty of resumes to hand out when necessary.

## Don't Pre-Judge

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You will miss out on many opportunities if you pass up a booth because you think you know what they have to offer.

## Make Contacts

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Be assertive! Introduce yourself and ask questions. Ask for a business card. Make arrangements for further contact. Ask if you can leave or send your resume for consideration. Request referrals within the organization to obtain more information.

## Sell Yourself

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Be ready to promote your attributes, advantages, and key features that make you different and unique from others.

## Image

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You don't get a second chance to make a good first impression. Be well groomed and speak clearly.

## Follow-Up

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E-Mail application materials and resumes requested by recruiters. Send a short thank you note to those who spoke with you. This will leave them with a favorable impression of you.

## Ask Questions

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The purpose of Career Fair events is for you to learn about career options. The recruiters are there to answer your questions, so don't hesitate to ask. Don't ask "obvious" questions that you can do research on to get an answer. The following is a list of sample questions:

- What types of projects have first year employees worked on?
- What do career paths look like in this organization?
- What do you like to see on resume/cover letters?
- Do you offer internships? How do I gain experience in the field?
- Are there any shadowing opportunities available?
- What should I expect in the interview process (examples of questions and (style of interview))?
- Are there other Pitzer alumni in the organization?