# 1 Tip

- At the Career Fair, on April 26th, visit as many companies as possible. This is an opportunity to learn more about different companies and careers within those companies. You might miss out on an opportunity if you pass up a booth just because you assume you know what they would have available.

- Even if you won’t be graduating this year, go to the Career Fair and find out what sorts of employment opportunities await you in the future, including possible internships and entry-level positions.

What to Bring

- Have an up-to-date resume that you are proud of. For resume critiques, or to learn about networking, cover letters, interviewing tips and job searches, visit our office in BE 1102E. Whether you’re looking for a job now or anticipating it somewhere down the road, preparation will make your job search much easier! Although some companies will refer you to their websites, bring several copies of your resume to hand out.

- Bring a notebook and pen so that you can write down the names of recruiters and also the names of companies, especially the ones you think you would like to work for.

Keep Up Appearances

- Start each interview off with a firm handshake and a smile. Remember that maintaining good eye contact will give your interviewer the idea that you are honest and genuinely interested.

- Though it is common for people to wear jeans and sneakers to the office these days, it is important during interviews (including job fairs!) to look well groomed. Casual business attire is appropriate.

What to Say

- Prepare a 30 second “sound bite” describing yourself, the type of work you are interested in, and how your experience and education will qualify you for those positions. Your unique qualities are what will separate you from all the other people applying for the same job, so make sure you can eloquently describe your three strongest qualifications. Be ready to express key features that make you different and unique from others who are applying for the same position.

- Think of a list of questions about what you want to know about the position you are applying for, and the organization itself. Write them down in your notebook and bring them with you. For examples of questions you might want to ask, flip over this page.

The Day After

- To make the best impression possible, you should always follow up with a letter. Make sure to take notes on each recruiter you gave your resume to, and then send him or her a thank-you note.
When speaking with recruiters, you may want to ask about:

- Educational requirements.
- Kinds of occupations they have within specific areas (i.e., biology, information technology).
- What level of work you are qualified to do with your current skills/abilities.
- What the average salary range is for the type of position you are interested in.
- Does the organization offer on the job training?
- Examples of advancement opportunities within their organization.
- What is the hiring process?
- Does the company encourage promotion from within?
- Does the company support continuing education?
- Whether the company has branches state/nation/world wide, and travel possibilities.
- Their business/organizational expansion goals and general missions.
- What is the every-day culture of the organization like (e.g. is there a dress code)?
- How many people does the firm employ?
- Current labor market climate for their industry, and future projections.