Tips on How to Work a Career and Graduate School Fair

BEFORE THE CAREER AND GRADUATE SCHOOL FAIR

- Look over list of employers and graduate schools that will be present
  - Research the Employers & Grad Schools
- Update your resume
- Dress for Success *(First impressions are very important)*
  - Dress conservatively in clothes you'd wear on the job
- Practice your handshake
- Prepare and practice your sales pitch
  - Give your name> Mention the profession or job you’re looking for> State your experience, skills, and accomplishments. Explain how your skills, etc will benefit the employer at the fair> Offer your USP (unique selling point): What sets you apart from the competition? What makes you special?

  Questions to expect from Recruiters:
  - Can you tell me a little about yourself?
  - Tell me about your skills.
  - Why do you want to become “A Teacher?”
  - What do you know about our company/college?
  - Why do you want to work for us?
  - What are your career goals?

  Questions to ask Recruiters:
  - What qualifications will make a candidate standout?
  - Can you describe a typical day for someone working as a (writer) at your company?
  - What types of training do you offer?
  - What’s the next step? How do I arrange an interview?

AT THE FAIR

- Develop your game plan
- Give yourself a pep talk
- Start talking, start wowing
- End with a request
- Make a good impression
- Network with everyone

AFTER THE FAIR

- Follow-up: Make yourself memorable
- Thank the recruiters you met- write a thank-you note
- Write to everyone else-mail a letter and resume to recruiters you did not talk to
- Keep your applications in motion- follow recruiter’s instructions on the next steps (setting up interviews)