Before the Career Fair

- Polish your resume with an Exchange counselor
- Obtain list of participating employers
- Research companies and select top 5-10 employers to target
- Practice your introductory "elevator" pitch explaining who you are and what you are seeking for your career path
- Plan what you will wear (visit The Exchange for a fitting and complimentary suit at Dress to Impress!)
- Complete applications online for your top employers

Preparing for a career fair makes all the difference. You will only receive back what you put forth. Knowing who will be there, what you hope to accomplish, and what you have to offer will increase your career fair success.

Day-of Reminders

- Dress professionally with no wrinkles in your outfit
- Bring extra copies of your resume (usually 20+)
- Give a firm handshake
- Maintain friendly eye contact and smile
- Be yourself and express your related interests and passions
- Show interest in the company and ask questions
- Obtain a business card from everyone and take notes concerning the organization and topics you discussed
- Write personalized thank-you notes to everyone you meet
- Connect with everyone on LinkedIn, if possible

Career Fairs

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Career fairs are a great way to access a wealth of resources in a short amount of time. These events are usually hosted by colleges, universities, or city-wide organizations. Many career fairs have specific requirements for admission. For example, you may have to be an alumnus, belong to a specific major, or have certain credits. Career fairs are great for networking, finding internships, seeking employment, and learning what types of positions are available near you.

The Exchange offers a variety of career fair and networking opportunities for students and alumni in various fields. Please contact us for details about our upcoming events, and keep an eye out for our biweekly newsletter during the academic year!