

CAREER FAIR TIPS

- ▶ Proper Career Fair Attire - Professional
- ▶ *Do your homework prior to the Fair*
 - ▶ *Find out which companies you will visit and research these companies prior to the Fair. Be informed of what they do and their products/services.*
- ▶ Turn your cell phone off.
- ▶ Be independent - you look more serious walking alone rather than with a group of friends.
- ▶ Make a good first impression - greet the employer and introduce yourself. Identify interest in working for them.

Rowan Career Fair To do List:

1. Develop or update your resume
2. Find Professional business attire that fits. If necessary, clean and iron it.
3. Log onto ProfsJobs at www.rowan.edu/profsjobs. Filter the list of registered employers for your major and find out if they are hiring for an internship or career
4. Google each employer of interest to you and make notes. Make a list of companies that you would like to visit at the Fair
5. Practice your introduction, with a handshake
6. If necessary and in advance of the Fair, get approval from your Professor to miss a portion of class to attend the Fair and talk to him/her about making up the work. Make sure to sign-in at the Fair to verify your attendance, should your Professor request it.
7. Show up at the Fair dressed in Professional attire and with multiple copies of your resume in hand. Note: **plural** resumes, not just one resume – there is NOT a printer/copier at the Fair.
8. The companies should be arranged in alphabetical order and there should be a directory at the entrance to the Fair. If you cannot find a company, **ask** someone
9. Visit the booth of each company on your list and network with the employer representative. Begin with your introduction and the handshake. Tell them something interesting that you learned about the company from the web and transition into your skills, what you are seeking (job or internship) and how you would like to be a part of their team.
10. If you can, get a business card from the employer and after the Fair, email a brief message thanking them for their time and for considering you as a future employee