

# Make Every Minute Count at the Career Fair

(updated July 1, 2025)

## Before the Career Fair

### 1. **Update Your Handshake Profile**

Make sure your profile is complete and reflects your most recent experiences and skills.

### 2. **Know Yourself**

Be clear on your strengths, interests, and what you're looking for in a job or internship.

### 3. **Create or Polish Your Resume**

Visit the Career Studio or meet with a Career Coach for help. Print several copies on professional resume paper.

### 4. **Research Employers**

Check Handshake for the list of attending employers. Choose a few to focus on and do some background research. Prepare thoughtful questions, such as:

- What opportunities are available for interns or new grads?
- Is there a mentorship or onboarding program for new hires?
- What do you enjoy most about working here?
- What are your hiring needs in the near future?

### 5. **Dress Professionally**

Wear clean, neat, and professional attire to make a great first impression.

### 6. **Practice Your Introduction**

Prepare a 30–60 second elevator pitch that includes:

- Who you are
- What you're studying
- Your career interests
- Why you're interested in their company

## During the Career Fair

### 1. **Arrive Early**

Give yourself time to get oriented and review the layout. Start with a plan.

### 2. **Be Strategic with Your Time**

Prioritize the employers you're most interested in. Consider starting with a few lower-priority ones to build confidence before approaching your top choices.

### 3. **Bring a Professional Folder or Portfolio**

Use it to hold your resumes, notes, and any employer materials you collect.

### 4. **Make a Great First Impression**

Smile, maintain good eye contact, and offer a confident handshake. Present yourself with poise.

### 5. **Use Your Introduction, Then Listen**

Share your elevator pitch, then pause and actively listen to the recruiter. Answer questions clearly and professionally. You only have a few minutes - make them count.

### 6. **Collect Contact Information**

Ask for the recruiter's business card and pick up any brochures or flyers for later review.

(See next page for more tips)

## After the Career Fair

1. **Send Thank-You Notes**  
Email a brief thank-you message to recruiters you spoke with. Personalize it if possible.
2. **Apply for Opportunities**  
Follow up by applying to internships or jobs that interested you.
3. **Stay Connected**  
Engage with employers via LinkedIn, Handshake, or by attending employer events and info sessions.
4. **Stay Organized**  
Keep track of where you've applied and any follow-up actions.
5. **Keep Your Handshake Profile Updated**  
Regularly refresh your profile to reflect new experiences and interests.