

# A Guide to Preparing for the Career & Internship Fair

## Before The Fair



**CAREER  
DEVELOPMENT  
& ALUMNI  
ENGAGEMENT**  
C H A N N E L  
I S L A N D S

### Attire & Presentation of Self

Attend the fair in professional business attire, to show your high level of preparation and professionalism. You want to stand out to employers and make a solid first impression. The person you meet may participate in selecting candidates for the interview process or provide feedback to the hiring manager/committee at the organization.

#### Appropriate Attire

- Solid color, conservative suit
- Coordinated blouse/long sleeve shirt
- Moderate close-toed shoes
- Neat, professional hairstyle
- light hosiery/socks
- Manicured nails

#### Materials to Bring:

- 5-10 copies of a tailored and edited resume
- A portfolio/notebook to write down notes
- Pen/pencil
- Folder to collect materials in
- Questions for the representatives
- Contact/Business cards

#### Research Employers:

Log into Handshake and check out which employers are attending the Career Fair. Perform a preliminary review to determine which employers and their position(s) interest you. Think about the organization's mission, company culture and how you can utilize your skills and experience to support the organization reach its goals. Use this space to note possible organizations and the position(s) of interest:

Organization:	Positions:

#### Practice for the Fair:

- 60 Second Elevator Pitch – Your response to why you believe you are an excellent candidate for company/position.
- Handshake – Have a firm and confident handshake.
- Eye Contact – Practice keeping eye contact with a person you speak to and avoid looking down, away or fidgeting with your hands or an item in your hand.
- CAR Method (Context, Action & Results) – Make sure you answer questions with this method.

#### Self-Reflection

To help you prepare for the event and possible questions from employers, consider your responses to the following questions, think of 2-3 talking points per question:

#### 1. Top 3 Career(s) or Job Type(s):

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#### 2. Why do you want to work at (insert organization)?

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#### 3. What skills do you have that make you unique for this position/organization?

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#### 4. How does your current education align with our organization's/this position's needs?

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#### 5. What would your previous supervisor say about you?

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## During The Fair



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### General Tips and Advice:

- Attend the fair to learn more about employers and potential employment opportunities. The sooner you know what employers are looking for the more prepared you will be to submit a resume and cover letter that reflects the skills and qualifications employers are seeking.
- Network with employers and establish contacts with professionals in your field of interest. Fairs offer a rare opportunity to talk with lots of people and develop connections that could potentially lead to employment opportunities in the future.
  - Note - attending the career fair does not require you to be ready for an immediate full-time position. A goal for the fair could be simply learning about local employers and potential future employment opportunities.
- Eavesdrop. Listen to the conversations of other students and employers to gain insight on networking.
- Volunteer to help with the fair. Student volunteers help employers during the event, which can provide a different perspective and allow you to observe and learn more about the needs of employers.

### Questions to ask Employers:

- What entry-level position(s) in (mention your career interest) are available at your organization?
- What types of skills and work experience are critical for this position?
- What is the projected growth you anticipate at your organization?
- What type of training opportunities are available for new employees?
- What is the company culture?
- What do you like most about working for (insert organization)?
- What advice would you give for someone looking to work for your organization?
- May I contact you with further questions?

## After The Fair

- **Organize & Reflect** - Review brochures and business cards gathered and make additional notes on the employers visited to decide which position(s) to which you would like to apply.
- **Thank You Notes:** Sending thank you notes is an excellent way to show your appreciation and express interest in a particular organization. If you need sample thank you notes, please review the Resume Handbook for samples and visit the Career & Leadership Development Center for assistance. Thank the business representative for his/her time and mention you hope to hear from them soon.
- **Social Media** - Be aware that some business representatives may look at your social networking pages after the event. Make sure your page is appropriate. LinkedIn is a professional social networking site that may be appropriate for you connect with professionals in your field. If you are interested in connecting with them, be sure to ask if you can send them a request to connect.
- **Follow-Up** - Stay in touch with the employers that interest you most. It's extremely important to keep the lines of communication open by putting time on your calendar to remind yourself to send follow-up inquiries. Review key points that were discussed during your conversation at the fair and send a resume that reflects the skills you have that meet the needs of the employer. Immediately send thank you notes and submit LinkedIn add requests of all the contacts and employers you connected with within 24-48 hours after the event.

### Career & Internship Fair Information:

To register as a volunteer at Career & Internship Fair and for any other information please contact:

California State University Channel Islands  
Career Development & Alumni Engagement  
One University Drive, Bell Tower 1548 | Camarillo, CA 93012  
(805) 437-3270 (office) | [career.services@csuci.edu](mailto:career.services@csuci.edu)