Virtual Career & Internship Fair
Helpful Tips & Guidelines

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.

Before the Fair: Prepare ahead of time. Do not walk into a virtual career fair experience without being prepared.
1. Register for the Career and Internship Fair on Dolphin CareerLink via your myci.
   • Upload your current resume and chat profile.
   • Need resume help? Review our Resume Resources and online and Click here to schedule an appointment.
   • Log into the Dolphin Career Link often as new employers are registering daily.

2. Research participating companies/organizations
Take time to review the companies/organizations attending. Think about relevant questions you’ll want to ask. Employers look for candidates who are curious and ask questions. They want to know if you have done your research. Perform a preliminary review to determine which employers and their position(s) interest you. Think about their mission, culture and how you can utilize your skills and experience to help them reach their goals.

3. Documents and Materials:
Be prepared to provide a polished resume and cover letter to the employers you meet with.
   • Notebook/portfolio/pen to write down notes
   • Questions for the representatives

4. Attire & Presentation of Self on Technology: Although you will not be traveling it is still important to dress professionally and look well groomed. Employers recognize when you have taken the time to present yourself in a professional manner. Whether we are meeting via phone or virtually, we tend to be more confident and professional when we dress the part. Be mindful of your background, location, and technology. Refer to our tutorial on how to prepare for a video and/or phone interview.

5. Practice: 60 Second Elevator Speech – Your response to the question, “Tell me about yourself?” Your opportunity to express why you believe you are an excellent candidate for company/position.
   • Eye Contact – Make sure to look directly into the camera when talking with an employer. Avoid looking down, away or fidgeting with your hands or an item in your hand.
   • STAR Method (Situation/Task Action & Results) – Make sure you answer questions with this method.

6. Practice to Prepare for the Fair: 60 Second Elevator Speech – Your response to the question, “Tell me about yourself?” Your opportunity to express why you believe you are an excellent candidate for company/position.
   • Eye Contact – Make sure to look directly into the camera when talking with an employer. Avoid looking down, away or fidgeting with your hands or an item in your hand.
   • STAR Method (Situation/Task Action & Results) – Make sure you answer questions with this method.

7. 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:
   • Top 3 Career(s) or Job Type(s):
   • Why do you want to work at (insert organization)?
• What skills do you have that make you unique for this position/organization?
• How does your education and experience align with our organization’s/this position’s needs?
• What would your previous supervisor or professor say about you?

During the Fair:

1. 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:

1. Organize & Reflect
   • Review the information you’ve gathered and make additional notes on the employers you’ve connected with, and which position(s) you would like to apply to.
   • Thank You Notes: Sending thank you notes is an excellent way to show your appreciation and express interest in a company/organization. Please review the Resume Handbook for Thank You note samples. • Social Media: Business representatives may look at your social networking pages after the event. Make sure your page is appropriate.
   • Follow-Up: Stay in touch with the employers that interest you most. Keep the lines of communication open by putting reminders on your calendar 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 their needs. Send thank you notes and submit LinkedIn add requests within 24-48 hours after the event.

*Note - Attending the career fair does not require you to be ready for an immediate full-time position. A goal for the fair could simply be learning about local employers, potential future employment opportunities and how to use online platforms to connect and network with employers.