



Career Fair Tips and Checklist for Students

Please note – STU's 2022 career fair will take place online via Zoom.

Before the Fair

- ☐ Research the organizations that will be at the fair. What services/products do they provide? What is their most popular product/service? Have they been in the news (for positive things)?
- ☐ Attend a *Resumes, References and Cover Letters* workshop to present your skills, experiences, and self in the best way possible. 99% of students undersell themselves on their resume!
- ☐ Book an appointment to review your resume at [Learning in Action](#) (Please note attendance at a resume workshop is required prior to booking an appointment).
- ☐ Prepare your elevator pitch, a 20 second summary of who you are, what skills you have and what you are asking the employer for. Practice it with a friend or in front of a mirror.
- ☐ Your elevator pitch should include your name, your major(s) and minor(s), and any skills that you have that would be beneficial to the employer.
- ☐ Prepare your clothing. Wear an ironed shirt and some slacks.
- ☐ If online, make sure that you have a clutter free space or be prepared to use a virtual background. Make sure your computer is charged, and that your microphone and camera are working.
- ☐ Print out your resumes and cover letters, and if the career fair is online, have a PDF format of your resume and cover letter ready.

During the Fair

- ☐ Take deep breaths.
- ☐ In-person: Approach employers calmly. Smile, shake their hand. Make eye contact. Give your elevator pitch.
- ☐ Online: Turn on your camera. Smile and look at or just slightly above your camera as this represents eye contact in an online setting. Unmute yourself when it is polite to do so and give your elevator pitch.
- ☐ Give your resume if they are currently accepting them.
- ☐ Ask for the employer's contact information. "May I please have your email so that we can discuss ____ at some point after the career fair?"
- ☐ If it is not busy, engage in small talk with the employer. Ask why they wanted to work for the organization. Ask them about the favorite part of their job. Ask them if they have career advice for university students.

☐ Do not make it obvious if you are looking for a specific job. Instead, show that you honestly have an interest in the company and what they do.

After the Fair

☐ Write each employer a personalized follow-up email thanking them for their time. If appropriate, request a 20-minute information session to discuss the employer's career path (note: you never seek an information session to discuss job openings unless the employer invites you for this purpose. You must be more indirect with your request and the questions you ask during the session). <https://www.themuse.com/advice/how-to-ask-for-an-informational-interview-and-get-a-yes>

☐ Follow up with your application according to the employer's instructions.