

Career Fair Suggested Assignments

Option 1: Preparing for a career fair is a huge part of feeling confident and making great connections. Students are encouraged to research and review the list of registered representatives, plot out which ones they will visit, and prepare a list of questions to ask. This checks off critical thinking and professional development.

Assignment:

Choose three employers that offer positions related to your career choice and explain why you chose each of them. (Why would you work there? What makes them a good employment option? What attracts you to that company?).

Prepare a Pitch: Write and rehearse a short 2-3 sentence statement introducing yourself to an employer that explains your career interest, your major, year, and any other relevant background information.

NACE Competencies:

- Career & Self-Development
- Communication
- Critical Thinking
- Professionalism

Option 2: Attend a career fair and engage in networking. Go to an employer table, introduce yourself (name, major, fun facts, shared interests, career goals). Exchange contact information (i.e. business card, email, and/or LinkedIn) for the purposes of staying in touch and completion of assignment. Whenever you network with someone, it is recommended that you send a follow-up email thanking them for their time and referencing something specific in your conversation (i.e. similar interests, a project you mentioned). This demonstrates professionalism and is a step in maintaining your network over time.

Assignment:

Take a screenshot of your follow-up email and submit it as evidence of your networking. See below for guidelines for a professional thank you, please feel free to modify:

Dear (Name of the recruiter)

My name is (your name) and we met on (date of the career fair) at UAlbany's Career Fair. I enjoyed speaking with you about (name of their company) and about (specific subjects, projects, other topics you discussed). What stood out the most in our conversation was (the company's mission, its service to the community, the opportunities for growth, etc.).

I wanted to restate my interest in the (job, internship, shadowing, site visit) opportunity. I would be excited and honored to be considered for an interview. (Here is a good place to share why you are interested in the company, what you would bring to the position and what kind of professional qualifications you have). I believe that my (relevant experience) and (specific skillset) would make me an excellent candidate for the job.

I have attached a digital copy of the resume I handed you at (name of the career fair). Thank you so much for your time and consideration. I genuinely appreciate your kindness in (answering my questions, offering me advice, listening to my concerns, etc.)

Sincerely,

(Your name)

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