How to work the All Ivy Career Fair

Prep
- Perfect your resume and upload in registration system
- Get your professional dress ready
- Practice introducing yourself briefly
- Research the employers attending and create target list
- Prepare specific and general questions
- Attend virtual employer info sessions offered pre-fair
- Apply for opportunities posted in Symplicity system

Bring
- YSE Nametag
- 10-15 paper resumes
- business cards
- padfolio, journal, and pen
- situational awareness: attendees include range of academic levels and disciplines from 8 schools

During
- Arrive early to avoid crowds
- Be strategic—talk to your top 3 employers first, others as time permits
- Introduce yourself with a smile and handshake, a few relevant details about yourself, your education/experience and/or interests in the employer
- Ask if they are interested in masters level candidates/internships/jobs if not clear
- Ask about next steps if there are specific openings
- Give out your resume if asked
- Be mindful of other students waiting in line
- Take quick breaks between rounds of visits to freshen up and take a breather
- Share information with peers during the fair
- Get the appropriate contact information and/or ask for a business card (more important for you to get THEIR contact for follow up)
- Thank recruiters after speaking with them
- Take notes as soon as you walk away from a table

After
- Sort through your notes and make a list of follow-up items
- Follow up and thank recruiters of particular interest (don’t have to follow-up with everyone)
- Send LinkedIn requests
- Follow up with online applications, or by sending resume and cover letter to appropriate contact
- Reach out to reps who were not at fair but who work with your level of education/field
- Set up networking conversations with individuals at companies/organizations of particular interest to you, and with Yale alumni in these organizations
- Check in with CPD with specific questions

Kathy Douglas, Senior Associate Director