



# CAREER FAIR PREPARATION

**Make the most of your employer interactions.**

## REASONS TO ATTEND

THERE ARE MANY BENEFITS TO ATTENDING A CAREER FAIR

- Builds confidence, experience, and professional connections
- Provides an opportunity to investigate positions, organizations, and career fields of interest
- Increases chances of getting an interview with an employer and learning more about potential opportunities
- Expands professional network through meeting recruiters and organization representatives

## BEFORE THE FAIR

GET READY

- Before starting to plan, decide if your goal is to network, find an internship, or find a full-time opportunity
- Visit the event web page on the Career Services website or on Handshake to see a list employers and organizations participating in the fair
- Determine employers of interest and prepare tailored resumes for each
- Research employers and organizations of interest
- Prepare your 30 second introduction, or elevator pitch, to introduce yourself
- Prepare questions to ask and practice responses to anticipated questions
- Choose a business professional outfit

## DURING THE FAIR

MAKE THE MOST OF YOUR TIME

- Arrive early and allow the appropriate time to get organized and locate target employers
- Deliver your personal pitch and ask prepared questions
- Offer to leave resume and collect business card
- Jot down what you learned after meeting each recruiter

## AFTER THE FAIR

REFLECT AND FOLLOW-UP

- Email representatives with whom you spoke within one week of fair
- Connect with the recruiters you met on LinkedIn
- Apply for the opportunities that interest you

## SAMPLE QUESTIONS

INTERNSHIPS

- What experiences might I have as an intern in your organization?
- Do you offer both paid internships and internships for academic credit?
- Do many of your interns become full-time employees after their internship?
- What is your favorite part about working for [name of organization]?

JOBS

- What skills do you look for in potential candidates?
- What type of previous work experiences do you look for in candidates?
- What is the best way to apply and how long does the process usually take?
- Will you be on campus to interview?

# DYNAMIC FIRST IMPRESSIONS



SCHOOL OF  
**PUBLIC HEALTH**  
Office of Career Services

## Crafting your personal pitch.

### YOUR PITCH

A pitch is your 15-30 second commercial used as an introduction when networking with professors, employers, and professional contacts in your field of interest. The more confidently and concisely you speak about yourself and your career plan, the more effective and successful you will be in reaching your career goals.

Use the following conversation grid to outline your own personal pitch.

<b>NAME</b>	
<b>ACADEMIC PATH</b> <i>Studying...</i> <i>Pursuing...</i>	
<b>KEY STRENGTHS</b> <i>Adept at...</i> <i>Proficient in...</i> <i>Accomplished...</i> <i>Have a knack for...</i> <i>Talented at...</i> <i>Effective...</i> <i>Penchant for...</i>	
<b>CAREER PATH</b> <i>My goal is to...</i> <i>Aspire to...</i> <i>Looking to...</i> <i>Interested in...</i>	
<b>“WHY” MOTIVATION</b> <i>Because...</i> <i>On behalf of...</i> <i>I owe it to...</i> <i>I’m inspired by...</i> <i>I want to inspire..</i> <i>I believe...</i>	
<b>FRAMEWORK</b>	My name is [insert name], and I’m currently [insert academic path]. I am [insert key strengths]. [Insert career path]. [Insert your ‘why’ motivation].