

HOW TO WORK A CAREER FAIR

and enhance your job search network

▶▶▶ BEFORE THE FAIR

- **Do your homework:** Research employers / graduate / professional schools.
- **Create a strong resume:** Visit Career Connection to update, review, and print copies of your resume on professional resume paper.
- **Create a plan:** Determine who you will approach and in what order.
- **Dress for success:** Wear business casual or professional dress (no ripped jeans, flip flops, tanks, midriffs, or very low-cut tops). *Dress for the position you want!*
- **Clean up online profiles:** Create / update your LinkedIn and Handshake profiles.
- **Know your elevator pitch:** See the back for details!

DURING THE FAIR

- **Network:** Learn names & introduce yourself. Ask for business cards.
- **Nonverbals:** Firm handshake, solid eye-contact, and positivity.
- **Share your resume:** Hand them a copy of your resume or upload it virtually after the fair.
- **Quality over quantity:** Visit 3-5 employers & have good conversations. Be confident & ask thoughtful questions!
- **Be open to outcomes:** You never know who you will meet!
Talk to new employers and organizations.

AFTER THE FAIR ◀◀◀

- **Stay engaged:** Follow them on Handshake & LinkedIn.
- **Always follow-up:** Write thank you notes/ emails within 24 hours!
(See format below)



Dear [Insert title and last name or first name]

I really enjoyed speaking with you yesterday at the OWU Internship and Summer Job Fair and learning about the opportunities at [Insert company name]. Given my strong customer service skills, coursework in marketing, and campus involvement, I'm very interested in the [employer name] summer internship program.

As you recommended, I applied online this morning. Attached is a copy of my resume. Please let me know about the next steps. I look forward to hearing from you.

Sincerely,
Jane Bishop

