

# Making the Most of a Job Fair

Job fairs provide students an opportunity to explore careers and to inquire about internships, co-ops, summer employment, or career positions.

## BEFORE THE FAIR

### Research employers:

- View job fair listings on Mustang Jobs to identify companies you want to connect with at the job fair
- Review company profiles on Mustang Jobs, and research employer websites. Be prepared to answer “What do you know about our company?”
- Strategize your job fair visit by prioritizing a list of employers to meet with; you may not have time to visit every employer you are interested in

### Prepare your resume:

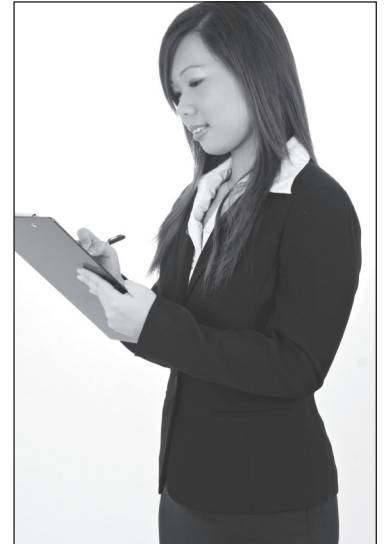
- Check Career Services’ Quarterly Workshop/Events Schedule, handouts, and resume clinics
- Schedule an appointment with your career counselor or use our “drop-in” service for resume review

### Practice your presentation skills:

- Introductions—look confident and initiate a handshake with a smile, demonstrate knowledge of the organization
- Prepare a one-minute commercial—describe your major, pertinent coursework, G.P.A., career interests, related activities/experience, and the type of position you are seeking; relate your background and future goals to the needs of the organization

### Prepare questions to ask representatives:

- What are your expectations for new hires? What type of training is available? What key skills/experiences are highly desirable?
- What types of assignments are given to summer hires, interns or co-ops?
- What do you like about the company?
- How would I find out about entry-level positions in \_\_\_\_\_?



## AT THE FAIR

- Take time to target those organizations that are of interest to you
- Dress professionally
- Introduce yourself, maintain good eye contact and offer a firm handshake. Many representatives are Cal Poly alumni and have a personal interest in you!
- Tell the representative if you are a job seeker, or if you are just exploring careers and gathering information
- Launch into your one-minute commercial if you are seeking a position
- Ask the questions you have prepared
- Provide a copy of your resume
- Inquire about the application procedure
- Demonstrate enthusiasm—a positive attitude pays off!
- Request a business card or obtain a contact name in the organization

## AFTER THE FAIR

- Follow-up in a timely manner
- Send a thank you note thanking representatives for their time and information
- Include another resume and any other information requested during your discussion