

The Career & Internship Fair is an opportunity to meet and network with employers. Use this checklist to get ready for the event and check out the Fair's website for more information:

<http://www.jmu.edu/hartschool/students/career-fair/>

## PREPARATION | BEFORE THE FAIR



### RESUME

Your resume is an essential tool for your job and internship search. UCC offers instruction on resume development and resume review services or [you can make an appointment](#) with the Hart School's Professional Development and Employer Engagement Coordinator:

<https://www.jmu.edu/hartschool/caps/advising/schedule-an-appointment.shtml>



### PRACTICE INTERVIEWING

Build your confidence and practice your communication skills before the fair! JMU's University Career Center provides interview experience without leaving campus! Employers offer professional feedback so you can be polished for the real thing. You can also use InterviewStream to conduct free, online practice interviews: <https://www.jmu.edu/cap/students/jobintern/interview/practice.shtml>



### RESEARCH EMPLOYERS

Find the list of attending employers on the Hart School's Fair website and on [Handshake](#), and conduct research on each. Keep an open mind! Don't just focus on companies that are familiar. Go to the company's website and look for "About Us" and "News" to read the companies' description, mission, and current news. Want to really impress? Prepare a brief list of questions to ask the recruiters you meet.



### PREPARE YOUR ELEVATOR SPEECH

Be prepared to share a one-minute summary to introduce yourself to employers in a meaningful and effective manner. Include **where you are now** (your degree, program, year in college), **where you have been** (your career-related experience), and **where you are going** (your future goals). Share your interest in the organization and what you have to offer them. Want to stand out? Mention something relevant about their company that you learned as a result of your research.



### DRESS PROFESSIONALLY

It's better to be overdressed than underdressed, so a two-piece matched suit is always the best and safest choice for interview attire. Conservative colors like navy, dark gray, black, or dark brown are preferable. Your clothing should be clean and wrinkle free. Don't forget to remove external tags and tacking stitches from new clothes. Finally, cologne and perfume should be used sparingly. See tips on how to dress professionally here: <https://www.jmu.edu/career/students/jobintern/image.shtml>



### BRING TO THE FAIR:

Bring at least 10-20 copies of your resume, depending on the number of companies that interest you. Keep your resume in a convenient place, such as a pad portfolio or nice folder. Bring pen and paper for jotting notes and contact information. Pack a handkerchief to wipe your hands if they get sweaty. Breath mints could also be helpful.

# IMPLEMENTATION | AT THE FAIR



## MAP OUT EMPLOYER LOCATIONS

At the Check-In area, pick up a fair map and a list of attending employers. Check out how the companies are arranged. Make a game plan for your time at the fair and be prepared to make adjustments as needed. (i.e. the 1st employer you want to speak with is busy, so move to the 2nd then check back).



## MAKE A CONNECTION



First impressions are important; pay attention to how you present yourself to potential employers. Introduce yourself in a professional manner. Like during an interview, you want to demonstrate confidence in yourself as well as enthusiasm and interest for the organization.



Use your elevator speech when introducing yourself, maintain good eye contact, and have a firm handshake. Give recruiters a copy of your resume.



Ask the employer 1 or 2 of the prepared questions about their company, such as:

- What is your application and interview process?
- What kind of entry-level positions exist within your company?
- Do you offer internships? If so, what percent of interns are offered positions after graduation?
- What traits are important for success in your company?
- How does your company train and mentor entry-level employees?
- What made you choose to work for this company? Why have you remained there?



Answer questions and showcase your knowledge of their organization.



Ask for or gather printed information. Feel free to take give-aways (pens, magnets, etc.)!



## COMPLETE THE CONNECTION

Don't overstay your welcome! If the recruiter starts looking over your shoulder, it's time to move on.



Ask for their business card.



Thank each person for meeting and talking with you about their organization's opportunities.

# FOLLOW UP | AFTER THE FAIR



## RECONNECT

Send a thank you email to all recruiters that you spoke with, thanking them for their time and information they gave you. Restate your interest in their organization. You can send this by email, however, a hand written note can really set you apart from others!



## TRACK JOB LEADS

Consider developing some sort of system for keeping track of all the recruiters and potential job leads. An Excel document is a great way to organize names, email addresses and websites!



**Preparation takes time! Don't assume you fully can prepare the night before.**

**Visit the following websites for resources and event details:**

<http://www.jmu.edu/hartschool/students/career-fair/> <https://www.jmu.edu/career/index.shtml>