

Career Fair Preparation

What to bring:

- Multiple resumes
- Pen and paper
- Portfolio/briefcase to store your resumes, paper and pens as well as the materials and business cards you will accumulate

What to wear:

- Look professional
- Dress in business attire
- The image you present is extremely important

How to prepare:

- Prepare an introduction
- Review your resume
- Be able to state your interests, strengths and skills in less than three minutes

What to do when you arrive:

- Check your coat and any extra bags you have with you
- Survey the room and locate your target organizations
- Take a quick walk around to see how the organizations are handling candidates: How many representatives are there? What questions are they asking?
- Pick up additional literature from your target organizations and study it briefly before talking to their representatives
- Start waiting in line

After your interview:

- Jot down some quick notes about your conversation
- Put the cards and literature away and head to your next organization

After the fair:

- Send thank you letters to the representative(s) you spoke with from the organizations you would like to pursue
- Send resumes and cover letter to the organizations you were not able to see, but would like to pursue

University of St. Thomas Career Development Center Questions? Contact Us!

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