How to Work a Career/Internship Fair

Career Services, Advising Resource Center
California State University, Stanislaus
Do Your Homework

- **Know yourself**
  - Assess your interests, values, skills, experiences, and knowledge to discover strengths and weaknesses
  - Self awareness makes it easier to narrow down options and articulate your qualifications for opportunities to employers

- **Research participating employers**
  - Make a refined list of employers that most closely align with you and your needs
  - Information learned can also help you anticipate questions recruiters may ask, highlight qualifications that align with their needs, and show enthusiasm for the company

- **Know what to expect**
  - One stop shopping means that there will be noise and lots of people
  - Plan to talk with employers that are not on your refined list – opportunities can often come in unexpected places
Create a Lasting Impression

- **Present a professional resume**
  - Maximum of 1-2 pages
  - Highlights education, experience, accomplishments, and skills
  - Use resume paper and print one copy per employer that is expected to attend

- **Be remembered for the right reasons**
  - Think of each conversation with a recruiter as a mini-interview and present yourself accordingly
  - Dress professionally, maintain eye contact, give a good handshake, smile, and be confident
Greet and Talk with Recruiters

- Use a proper introduction
  - Greet recruiters by name (according to their name tag) with a handshake
  - Offer your name, major, and date of graduation
  - Present your resume and tell the recruiter your purpose for wanting to meet with him/her

- Talk with confidence
  - Have questions ready for the recruiter and use information you get to sell yourself
  - Let the recruiters talk and ask questions about you – pay attention, be responsive, and include relevant qualifications and company information
“Hello Mr. Smith, my name is Juanita and I am a Junior majoring in Economics. During a recent visit to Career Services, I learned that Company X is offering a Market Research internship this summer. Company X’s expansion into European markets caught my interest and I was wondering if you could tell me more about your intern program.”
Wrap-up and Follow-up

- **Wrap-up the conversation**
  - Re-iterate your interest in the company and try to secure a second interview
  - Ask about next steps including the best way to follow-up and a timeline
  - Ask for a business card or write down contact information
  - Take notes – this can help you remember highlights and follow-up procedures

- **Following-up after the event**
  - Write a personalized “Thank you” letter
  - Re-iterate your interest in the company and highlight your qualifications
“Mr. Smith I appreciate you taking time to talk with me today. I feel my background is an ideal match for Company X’s Market Research internship and I welcome the chance to meet with you again for a formal interview. Can I please get your business card so that I can forward the additional items that you need to complete my application? Thank you and I will contact you next week to finalize an interview date and time.”
Need Additional Help?

Contact Career Services

- **Hours**
  - **Fall /Spring**: Mon. – Fri., 8:00 am - 5:00 pm
  - **Summer**: Mon. – Fri., 7:30 am - 4:30 pm

- **Location**
  - MSR 180

- **Phone**
  - (209) 667-3661