

# Preparing for a Career Fair



## BEFORE:

### Make sure your resume is polished and presentable

- Should be neatly formatted with relevant content. Examples: [ecc.uic.edu/resume](http://ecc.uic.edu/resume)
- Make sure to check for spelling and grammar errors. Have a friend double-check
- Resume paper is ok to use, but keep it simple and not too flashy (light color)
- Carry your resumes in a padfolio or nice folder (no file folders or in your hand)
- If your resume is two pages, print out both pages and staple (no printing on back)

### Research the employers you plan on meeting

- Employers appreciate when you know about their business and hiring needs
- Do your homework on the employers you plan to meet: [go.uic.edu/Fall2017Employers](http://go.uic.edu/Fall2017Employers)
- Besides their websites, check LinkedIn, GlassDoor and news articles or blog posts
- The more you know about your target employers, the more confidence you will have!

### Prepare an elevator speech

- An elevator speech (30-45 seconds) will give you confidence to impress the employer
- Here are some tips to help you out: [go.uic.edu/ElevatorSpeechTips](http://go.uic.edu/ElevatorSpeechTips)

### Dress to impress the employers

- It is recommended that both women and men wear professional business attire
- Women: Suit, natural looking make-up, no bulky jewelry, closed-toe shoes
- Men: Suit and tie, pressed shirt, fresh haircut, polished dress shoes
- Make your first impression with employers a positive one: [go.uic.edu/DressForSuccess](http://go.uic.edu/DressForSuccess)



## DURING:

### Navigating the career fair

- Arrive early if possible. There will be a large turnout and you want to make sure you are able to meet with all of your target companies.
- Meet with the popular companies first since those lines get long.
- Maintain professional behavior, as if you are in interview mode the entire time.
- Ask for a business card in order to follow up with the employer. No card? Get their name and look them up on LinkedIn so you can follow up with them.
- SMILE! Employers notice how you carry yourself and your facial expressions say a lot
- Stand out in a positive way by displaying your unique brand or sharing a memorable story

## AFTER:

### Follow up with employers. This is an important last step

- Use the business cards and names you collected and follow up with your target employers
- A brief email or LinkedIn invite shows the employer your strong interest level in them
- Here are some tips on writing a follow-up thank you note: [go.uic.edu/ThankYouNote](http://go.uic.edu/ThankYouNote)
- Be patient. Employers/Recruiters are busy and will get back to you if they are interested