

# Career Fair Prep

## BEFORE:

### Make sure your resume is polished and presentable

- Examples: [ecc.uic.edu/resume](http://ecc.uic.edu/resume)
- Come to Resume Reviews Mondays from 3-4PM, and Fridays 12-1PM. [ECC Events](#)
- Carry your resumes in a padfolio or nice folder (no file folders or in your hand). [Buy Padfolio](#)
- If your resume is two pages, print out both pages and staple (no printing on back).

### Research the employers you plan on meeting

- There are over 95 employers attending: [ecc.uic.edu/engineering-career-fair/](http://ecc.uic.edu/engineering-career-fair/)
- Do your homework by going beyond the "About" page on their websites. Check LinkedIn, GlassDoor and Google search recent news articles or blogs.
- The more you know about your target employers, the more confidence you will have!
- If it's a brand you know, talk about that. If it's a logo you know, talk about that. These can be great conversation starters and show a stronger interest level in that particular employer.

### Apply to Jobs Before the Career Fair!

- In your research above, find job openings and apply! [Search UICcareers](#) or [company websites](#).
- This will put your resume at the top of their UIC pile vs. getting lost in the large pile of resumes they accumulate after the career fair.

### Prepare an elevator speech

- A well-prepared elevator speech (30-45 seconds) will give you confidence to impress employers.
- Focus on what you Practice! [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.
- Check your breath. A breath mint can help boost the confidence and the breath.

## DURING & AFTER:

### Navigating the career fair

- Get comfortable by arrive early. There will be a large turnout and you want to make sure you are able to meet with all of your target companies.
- Connect with your 2<sup>nd</sup> tier companies first to prepare for conversations with your top companies.
- Maintain professional behavior, as if you are in interview mode the entire time.
- Ask for a business card 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.

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

- A brief email or LinkedIn invite shows the employer your strong interest level in them.
- Here are some tips for following up: [ecc.uic.edu/following-up/](http://ecc.uic.edu/following-up/)
- Be patient! Many of these recruiters are going to career fairs the next day.



**Engineering  
Career Center**