

10 tips to make the most of the Crown College – Job & Internship Fair

Career fairs offer many opportunities for summer jobs, internships, part- and full-time jobs. It's a great way to practice your networking skills and get comfortable having professional conversations. You should target speaking to specific companies of interest. If you're undecided about what job or industry you want to go into, a career fair offers a great way to explore new options.

BEFORE THE FAIR

1. Do your research

Before attending a fair, do some basic research on their web site to get an overview of the organization. Look at their mission, vision and values. Check out the open jobs and internships. They are looking for students to hire at career fairs, so they'll want to discuss current opportunities with you.

2. Prepare your resume and some questions to ask

Seniors and those seeking internships need to bring multiple copies of their resume. Asking good questions is an easy way to start a conversation, shows that you're prepared and motivated, and can give you new insight into the company. Have a short list of questions ready about company culture, professional development opportunities, mentorship programs, or anything else you want to learn about.

3. Practice introducing yourself

You don't need a perfect speech, but you do need a confident intro when starting a conversation with employers. Smile, shake hands firmly and make good eye contact. State your name, major, and ask about positions that you are interested in.

4. Pick your outfit

Business casual is your best bet. You don't need to wear a suit or fancy dress, but you should absolutely skip jeans, shorts, sweats or athleisure. Wear shirts and blouses with buttons and a collar. And wear comfortable shoes!

DAY OF THE FAIR

5. Come prepared

Bring a notebook or printouts with info about the employers you're planning to meet. Have your questions ready. And bring several hard copies of your resume.

6. Take notes

Get the contact information of the people you talk to so you can follow up after the fair. And don't forget to jot down notes about your conversation—it will make for much stronger follow-up!

7. Eavesdrop!

Listen and observe. As you approach employers, listen in on other conversations: how do other students introduce themselves? What questions are they asking? What are the positions that they discuss?

FOLLOWING UP AFTER THE FAIR

8. Follow employers on by email, LinkedIn or Instagram

If you clicked with an employer, go to their LinkedIn or Instagram page and follow. You'll receive notifications when they post new jobs and events. Plus, when the employer views your profile, they can see that you follow them.

9. Apply to an open job or internship

If you discussed a specific opportunity with the employer, apply ASAP.

10. Send a thank you email

If the employer shared their contact info., send a follow-up email within 24 hours (or less!). Begin your email by thanking them for their time and telling them you enjoyed meeting them. Then, include something specific that you liked discussing or learning about. Finally, let them know what next steps you're taking, such as applying for a job.