

MAKING THE MOST OF JOB & CAREER FAIRS

Each year the CDC is involved with several career fairs.

**KU
Internship Fair
(Fall semester)**

**KU
Internship & Job
Fair: Sports
(Fall Semester)**

**LVCCE Internship
& Job Fair (Lehigh
Valley Collegiate
Career Expo)**

**KU Job
& Internship Fair
(Spring semester)**

**KU
Graduate School
Fair
(Spring semester)**

and the

**KU Job Fair
for Educators
(Spring semester)**

Visit the CDC Website
and click on the
calendar!

Why Attend a Fair?

- Increase your chances of receiving an interview.
- Expand your network of contacts/get that resume of yours out there!
- Investigate positions, occupation, and career fields you could go into with your specific major and background.
- Learn more about the employers and for what they're looking.
- Take advantage of so many employers all under one roof!!

What to Expect

- Employers expect candidates to be prepared (ex. Professionally dressed, ask thoughtful questions, have a polished resume and know something about their organization).
- Most recruiters aren't authorized to hire candidates the day of...your goal should be to meet the recruiters and get your resume around.
- Employers enjoy career fairs because they can meet MANY candidates in one day. Consequently, you will have a short time to sell yourself and make a positive impression on the recruiter.

Before a Fair

- Prepare your resume & make plenty of copies. No cover letter is needed.
- Learn to sell yourself...create YOUR "60-second commercial" which includes a firm handshake and introduction, your objective (why you're there & what you're seeking.) and a brief summary of your education, experience, strengths.
- Research the organizations' websites so you are familiar with them!!
- Prepare a list of questions to ask and be prepared to answer many.

During a Fair

- Target/prioritize those employers with whom you want to meet and plan on approaching them first.
- Be confident, persistent & patient (you may experience long lines).
- Communication is critical! Introduce yourself and offer a firm handshake. In a few sentences tell them about you! Listen carefully.
- Be aware of your non-verbal communication – do not fidget, rock from side to side., play with your hair, etc. Keep your shoulders back and maintain good eye contact.
- Offer your resume last and collect business cards.

After a Fair

- Follow-up is essential, send thank you letters to employers.
- Observe the follow-up procedures suggested by the employers.
- Write down notes/conversations from the day for future reference.

Things to Remember:

- Recruiter's address does not tell you the location of the position
- If you are looking for a job in another state the recruiter can put you in touch with a recruiter from that state
- Speak with the recruiter even if they didn't specifically request your major. New positions open daily and it is possible that they had a position become available after they initially registered.