



career quick tips

career fair

PREPARATION

Research which employers will be present at the fair. Create a list of the ones you would like to get more information from, so that you are efficient with your time.

DRESS FOR SUCCESS

You don't get a second chance to make a first impression, so you need to present yourself as a career professional. For men, that means a dark business suit, white shirt, a tie, and shoes that are in good condition and polished. For women that means a suit, blouse and closed-toe shoes. You should be well groomed with limited jewelry and cologne. A leather portfolio or briefcase is also a good choice. Steer away from backpacks.

GENERAL ETIQUETTE

Your introduction must be enthusiastic. A smile, direct eye contact and a firm handshake is the best way to begin and end contact with a prospective employer.

WHAT TO BRING

Bring plenty of updated copies of your resume. Make sure you've taken the time beforehand to get it reviewed by someone from the Career Services Center. Also bring something to take notes on to jot down any information you may need to know as you speak to employers. If you have any business cards, bring those as well.

SALES PITCH

You must share information about you and your specific qualifications in a very short time (10 to 15 seconds).

- 1) Introduce yourself.
- 2) Mention the profession, occupation or job you are interested in.
- 3) State your experience, skills and accomplishments (accomplishments are BIG sellers).
- 4) Offer your USP (unique selling point). What makes you special from the competition?

YES!

You Will Be Evaluated

To make the recruiting process more objective, most employers have recruiters fill out a simple ratings sheet for each interviewee. These sheets are usually standard and cover the following:

- PERSONAL APPEARANCE
- PROFESSIONALISM
- CONFIDENCE
- LEADERSHIP
- ETIQUETTE

KEEP IN MIND!



USP = unique selling point



want more information? need help?
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708-209-3033 career.services@CUChicago.edu



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