Tulane Career Fair

Tips for working a Career Fair

Preparation
- Learn which employers will attend the career fair prior to attending and what qualifications they are seeking (go to www.hiretulane.grads.com for the complete list of companies).
- Target specific employers and conduct research via the career center, library or Internet resources.
- Understand the basics of the business they are engaged in.
- Prepare questions for the employers.
- Skills needed and responsibilities.
- Career growth and educational opportunities.
- Ask how to obtain an interview or pursue the job/internship opportunity.
- Prepare a flawless resume and make 15 or more copies for the fair.
- Acquire a portfolio or briefcase to carry to the fair in order to provide easy access to resumes and storage for company information.
- Prepare a 60 to 90 second professional biography. Concentrate on your education, experience, strengths, leadership, accomplishments and goals.
- Practice your introduction.

Communication & Presentation
- Dress professionally – you only have one chance to make a first impression. Wear attractive, but comfortable shoes.
- Arrive early – plan on time to park, study the fair program and locate targeted employers.
- When meeting an employer representative, shake hands, make eye-contact and smile. Demonstrate enthusiasm, confidence and interest.
- Remember your professional introduction and questions for employers.
- Answer questions they may have directly, politely and concisely.
- Listen carefully and gather information and business cards. Keep notes for later reference and thank the recruiter for their time.
- Network with other students while standing in line – you may learn about other opportunities you were unaware of.
- Explore options; visit other employers for information and contacts.

Follow-up
- Follow-up as instructed, complete the online application, send a transcript or contact another person. Do this in a timely fashion to demonstrate interest.
- Send a thank you note to recruiters with whom you spent significant time, particularly, those whose opportunities interest you.
- Remind them of your qualifications and reiterate interest in their company.

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