

## **Tips for Working an Intern Fair**

---

### **1. Conduct research.**

- Review the profile book – look at the positions offered and industry, not just the company name. Think **open-mindedly** about how you might fit in with organizations?
- **Know something about each company** you plan to speak too. What do they do?
- Develop a list of specific companies you want to target and know specific information about each.
- Divide the companies into an “A” (primary interest) and “B” (secondary interest) list.

### **2. Prepare your “30-second commercial” (elevator speech).**

- When approaching the recruiter, be prepared to summarize who you are, why you are interested in that organization, and what you can do for them (key strengths).
- Be prepared to discuss your resume. Have quick examples of your experiences/successes ready.
- Practice your elevator speech. Identify what type of job you are interested in pursuing and why.
- Answer the question “Why would a recruiter be interested in you?”
- Speak professionally and formally, yet relatable and genuine.

### **3. Dress for the job.**

- First impressions are lasting impressions. See professional dress guidelines.

### **4. Plan your attack.**

- When you first arrive, take a few minutes to survey the layout of the room.
- Take note of the location of your target companies and practice on another company before hitting your target list.

### **5. Make a good impression.**

- Offer a firm, friendly handshake with one hand and a resume/padfolio with the other.
- Maintain good eye contact, be happy and upbeat and SMILE!
- The recruiter will be meeting with hundreds of potential candidates; what makes you stand out?
- Have enough resumes available to give to organizations you want to target, plus a few more.

### **6. Make the most of your time (and theirs).**

- Don’t be a wallflower or hang in groups.
- If not recruiting for your area of interest, ask for the proper contact or what recruiter recommends you do.
- Do not “hog” the recruiter’s time. Once you are finished, move on.
- Do not ask about benefits or salary and avoid questions that can be easily answered by a few clicks on their website.

### **7. Follow up.**

- Always ask for a business card for your records and send a thank-you note within 48 hours of the fair.

### **8. Last minute tips.**

- Bring a padfolio to record names/impressions/notes. Check your book bag in coat check – the room will be crowded.
- If you have sweaty palms, wipe your hands with a paper towel before entering the event.
- Business cards are always impressive.
- Develop a couple of good questions to ask each recruiter.

### **INTERN FAIR PREP WORKSHOPS**

Monday, March 7 @ 4 pm (CNH 305)

Tuesday, March 8 @ 12:30 pm (CNH 305)