



Career fairs are an excellent place for students to gather information about companies and organizations that interest them. These fairs offer an opportunity for students to meet employers and learn about the fields in which they work. Students will also be able to obtain information about current and future career opportunities

Before the Fair

- 1** View a list of companies attending the Career Center events by logging in to your Handshake account at <https://csus.joinhandshake.com/edu>
- 2** Select companies that interest you and research them by visiting their website. For additional information on related fields and industries, visit the Career Center.
- 3** Prepare a resume that you gear towards a specific position based on your research. Visit the Career Center for a resume review. Once your resume has been updated, make several copies to bring to the fair
- 4** Prepare a short background statement on your education and experience or an, "elevator pitch". (What is an Elevator Pitch?) <https://www.youtube.com/watch?v=hGklVxwxrCk>
- 5** Extend your hand, say "hello" and state your name. Welcome the representative to Sac State. Have your resume ready to give to the employer. Be ready to talk about your career interests as well as academic and extracurricular experiences to show your skills and strengths.
- 6** In addition, develop questions to ask employers at the fair. Express an interest in the company and relate your background to the company's needs.
- 7** The Career Center recommends that students consider professional dress pants and shirts, or business casual slacks and shirts or dresses when meeting employers. Keep accessories to a minimum.
- 8** Breathe! You can do this



During the Fair

- 1** Register and obtain a map with the location of the employer tables. Students are encouraged to speak with employer representatives and gather company literature during the fair. Make sure you have a few questions prepared so you can start the conversation easily.
- 2** Employers are eager to speak with you about their company and industry. Students are encouraged to ask questions and pick-up company literature of interest. Ask for a business card and leave your resume.
- 3** If you are interested in a company after speaking with them, ask specific questions about the hiring process and any deadlines that may be approaching.

After the Fair



Send a cover letter along with a copy of your resume to the representative of the companies that interest you. Also, take the time to send thank you notes to employers that you connected with. Search for recruiters on LinkedIn and request to be connected.

Follow-up a week later with an email or phone call regarding a specific position or other career opportunities within the company.



Questions to Ask

- I researched ___ position on your website can you tell me a little bit more about this opportunity?
- Can you describe the qualifications and skills that would be critical for this position?
- What types of projects might I expect to work on in my first year with the company?
- What is a typical career path with your company?
- What is a typical day like?
- What characteristics make someone successful with your company?
- What advice would you give someone seeking work with your company?
- What type of entry-level positions, internships or co-op positions exists within your company?
- Are there opportunities for ongoing training in your company?