

# CAREER FAIRS

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*Career fairs offer employers and students opportunities to network and reach a large number of people in a short amount of time. Visit the career development website at [www.calvin.edu/career](http://www.calvin.edu/career) for a schedule of upcoming career fairs.*

## What can I expect at a career fair?

- Each employer typically sets up a display table and waits to greet students.
- Career fairs may have hundreds of employers or only a few. Some fairs are targeted toward specific majors while others are broader in scope.
- Be aware of the possibility that career fairs may be crowded, noisy and involve long lines.
- Recruiters often use career fairs as a way to build a pool of candidates or to raise awareness of their organization; they may not have an immediate opening.

## How can I make the most of a career fair?

- Before you go, visit the career development office to have your resume critiqued. Your resume must be error-free and professional before submitting it to potential employers.
- Obtain a list of participating employers and plan a strategy for the companies you want to target. Research information about the companies and available positions.
- Bring several copies of your resume printed on resume paper to give to employers.
  - Be aware that some employers may not be able to accept your resume at the career fair due to new federal regulations regarding the way employers accept and track applications.
  - If recruiters ask you to apply online instead of taking a copy of your resume, make sure you follow through with their request!
- Focus on a few employers but talk to as many as you can. Even if you may not have initial interest in an employer, they may surprise you!
- Prepare a one-minute “commercial” about yourself:
  - Introduce yourself
  - Briefly talk about your education/major, related work experience, and/or your skills and strengths
  - Express your interest in the organization or position
- Ask recruiters for their business cards. Determine the best way to follow-up with their organization.

### *Career Fair Essentials:*

- *Perfect your resume*
- *Plan your strategy*
- *Present yourself in a professional manner*

## How do I make a good impression?

- Dress professionally (i.e., dark business suit and dress shoes).
- Leave your cell phone in the car.
- Maintain eye contact and offer a firm handshake.
- Be independent. Don't travel in a pack with your friends.
- Ask questions.
- Show confidence and enthusiasm.