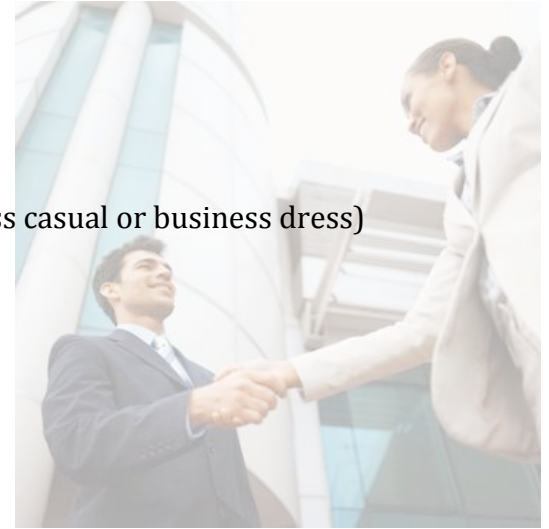


How to Work a Career Fair Cheat Sheet



Career Fair Prep

- Perfect your resume
- Get your professional dress ready (typically business casual or business dress)
- Practice introducing yourself
- Find out which employers are attending
- Research the employers you want to meet with
- Prepare specific and general questions

What to Bring

- 10-15 resumes
- business cards (yale.edu/ris to order online)
- padfolio, notepaper and pen

During the Fair

- Walk around to meet employers alone—you might have friends at the fair who you check in with, but don't travel as a posse
- Introduce yourself with a smile and handshake, and a few relevant details about yourself and your education/experience and/or interests in the employer
- Speak slowly and confidently
- Be strategic—talk to your top 3 employers first, others if you have time
- Take quick breaks between rounds of visits to freshen up and take a breather
- Don't dominate recruiters, be mindful of other students waiting in line
- Take notes as soon as you walk away from a table
- Ask about opportunities and next steps if there are specific openings
- Get the appropriate contact information and ask for a business card
- Thank recruiters after speaking with them

After the Fair

- Take a few minutes immediately after fair to sort through your notes and make a list of follow-up items
- Follow up and thank recruiters of particular interest (don't have to follow-up with everyone)
- Follow up with online applications, or by sending resume and cover letter to appropriate contact
- Reach out via email or by telephone to reps who were not at fair but who work with your level of education/field
- Set up informational interviews with individuals at companies/organizations of particular interest to you, and with Yale alumni in these organizations
- Check in with your career office with specific questions