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

Prepared by Kathy Douglas, Associate Director, CDO, Yale School of Forestry & Environmental Studies