

# Career Fair Prep

## Before

- ☑ Develop and practice your [Personal Introduction](#)
- ☑ Create a strong resume – Check out [www.mtu.edu/career](http://www.mtu.edu/career) to get started, and visit Career Service...
- ☑ Upload your resume to [HuskyJOBS](#)
- ☑ Download the [Michigan Tech CareerFair+ app](#) or visit [www.mtu.edu/career](http://www.mtu.edu/career) to check of registered companies often, as it grows daily prior to the big event. Identify 10-15 companies you may be interested in working for. Develop a plan of attack – find out what “gym” they’ll be in and where you want to start.
- ☑ Attend [CareerFEST](#) events to learn about many different industries and companies, get help preparing for the Career Fair, and meet and speak with company reps even before the Career Fair. Check [HuskyJOBS](#) Events for the full schedule.
- ☑ Get your printed professional name tag – they’re free and available at Career Services and during many [CareerFEST](#) events
- ☑ Plan your wardrobe. Check the [C2C Guidebook](#) for what’s expected and impressive
- ☑ Buy an inexpensive “padfolio” to store and protect your resumes and provide paper for your company notes, your own class and work schedule, and to write down any interviews you might schedule at the Career Fair

## Research your target companies

- ☑ Learn about their products & services, location(s) & size, current & future projects, etc. (move beyond their website to see what’s being written about them).
- ☑ Write down a few points and bring them with you – you can review while standing in line.
- ☑ Apply for their jobs through [HuskyJOBS](#) or on their company website before the Career Fair. You’ll always be asked to apply online, and you can tell them you already did – they’ll be impressed!
- ☑ Check [HuskyJOBS](#) Events for Information Sessions scheduled by your target companies or those you want to learn more about. Companies are coming to campus as early as the first week, so check early and often so you don’t miss a thing.

## During

- ☑ Try to get to the fair as early as possible. It’s scheduled from noon – 5:00 pm
- ☑ Don’t be afraid to step right up to company representatives:
  - Smile and extend your hand in greeting (practice your firm, 3 second hand shake).
  - Say...“Thank you for coming to Michigan Tech.” Everyone appreciates being appreciated!
  - Introduce yourself – Your practiced and confident [Personal Introduction](#)
  - Then hand the recruiter your resume (recruiters want to hear your introduction first)
- ☑ Be sure to consider smaller and lesser known companies, even if they’re not on your target list. Visit companies with short or no lines, but take a minute to check them out on your [Michigan Tech Career Fair + app](#) before you step up to introduce yourself
- ☑ When your turn is over, ask for the recruiter’s business card or their name – for a possible follow-up

## After

- ☑ When you walk away from a company booth:
  - Write down the representative’s full name or better yet – ask for a business card.
  - Write down 2 things you talked about.
  - If you do get an interview...be sure to send [thank you note](#) within 24 hours after your interview.
  - Even if you don’t get an interview...send a [follow-up thank you](#) note to the recruiter within 48 hours of the Career Fair to thank him/her for spending time speaking to you at the Career Fair. Reiterate your interest in their company, and tell them you’d like to stay in touch...and then do so. Tenacity is impressive and has definitely been rewarded.