

# STUDENT TIPS

## for Career Fair Success



Being prepared is the best way to increase your confidence and success at career fairs! In addition to these tips, make sure to attend a prep event on how to prepare for the career fairs, and meet with the staff in Human Sciences Career Services.

## Details

- \* Make sure you plan how you will get to the career fair. Will you walk, drive, or take CyRide?
- \* Visit the Human Sciences Career Services website <https://hs.iastate.edu/student-services/careers-and-internships/career-fairs/> to review information about the fairs ahead of time so you can plan your route.
- \* Allow enough time with your class or work schedule to attend so you are not rushed.

## Research

Create a personalized list of organizations or professional schools that are recruiting in your area of interest and the type of position for which you are looking (internship or full-time). This will allow you to plan and research the organizations you'd like to visit at the career fairs. For a list of organizations and professional schools attending the career fairs:

- \* Log into your CyHire account: <https://iastate.12twenty.com/Login>
- \* On your screen under 'Events,' click on the name of the career fair you are attending.
- \* Use the search bar or filter function to find professional schools, or organizations based on your major, area of interest, and type of employment desired.
- \* Click on the organization name to see an overview.
- \* Learn about the organization from CyHire and the link to their website. Know where they are located, what they do, and why you are interested.
- \* Make notes and bring them with you to review prior to talking with the organization.

## Prepare Your Resume

- \* Visit the Human Sciences Career Services website to review various resume samples: <https://hs.iastate.edu/student-services/careers-and-internships/resumes/>
- \* Attend a prep event on creating an effective resume.
- \* Make an appointment to have your resume reviewed by the staff in Human Sciences Career Services.
- \* Bring at least 10-15 resumes to the career fair.
- \* Use a professional folder (padfolio) to carry your resumes and notes. You may be able to obtain one from Human Sciences Career Services during an appointment.

# Dress Professionally

- ✦ First impressions are important — plan your professional attire ahead of time.
- ✦ The following attire is encouraged for all attendees: Business professional or business casual dress is appropriate and includes business suits, slacks, dress shirts, ties, blouses, polos, khakis, and knee length or longer skirts.
- ✦ Do not let concerns with attire prevent you from attending. The Human Sciences career services office is happy to speak with you prior to the career fair about any questions you have regarding attire.

# Introduce Yourself

Engaging effectively with organizations at the career fair makes a positive impression. Practice how you introduce yourself with a firm handshake. Be open minded! Consider speaking with organizations in which you might not normally be interested.

**Example:** “Hello, my name is \_\_\_\_\_ and I will be graduating from ISU in \_\_\_year\_\_\_ with a degree in \_\_\_\_\_.” (Smile, shake hands, pause) “I am looking for a position in the area of \_\_\_\_\_.” OR “I want to talk with you because...”

# Prepare Questions

- ✦ “What skills does your company value the most?”
- ✦ “Which areas have current (or future) openings?” (If not listed in CyHire)
- ✦ “What happens to my resume after I submit it?”
- ✦ “Is there any way I can stand out in your online system?”

# Follow Up to Stand Out

- ✦ Ask for the recruiter’s business card and inquire as to how you should best follow up
- ✦ Send a thank you email within 48 hours following the career fair and take any steps recommended by the recruiter
- ✦ Express gratitude and remind them of your interest

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