



career fair

PREPARATION

Research which employers will be present at the fair. Create a list of the ones you would like to connect with. Research their website to be able to explain why you're interested in the company.

DRESS FOR SUCCESS

You don't get a second chance to make a first impression, so you need to present yourself as a career professional. For men, that means a dark business suit, white shirt, a tie, and shoes that are in good condition and polished. For women that means a suit, blouse and closed-toe shoes. You should be well groomed with limited jewelry and cologne. A vinyl portfolio or briefcase is also a good choice. Steer away from backpacks.

WHAT TO BRING

Bring plenty of updated copies of your resume. Make sure you've taken the time beforehand to get it reviewed by someone from Career Services. Also bring something to take notes on to jot down any information you may need to know as you speak to employers. If you have any business cards, bring those as well.

GENERAL ETIQUETTE

Your introduction must be enthusiastic. A smile, direct eye contact and a firm handshake is the best way to begin and end contact with a prospective employer.

SALES PITCH

Try this out on an employer you're less intimidated with before moving on to your favorite employers. You must share information about you and your specific qualifications in a very short time (30 seconds - 1 minute).

- 1) Introduce yourself.
- 2) Mention the profession, occupation or job you are interested in.
- 3) State your experience, skills and accomplishments (accomplishments are BIG sellers).
- 4) Offer your USP (unique selling point). What makes you special from the competition?

FOLLOW UP

Make sure to collect business cards from each employer and follow up with a thank you note or email within 24 hours.



YES!

You Will Be Evaluated

To make the recruiting process more objective, some employers have recruiters fill out a simple ratings sheet for each interviewee. These sheets are usually standard and cover the following: Personal appearance, professionalism, confidence, leadership, and etiquette.

CUC Fairs

Check the Events section of the portal for upcoming fairs such as Fall Interview Day, Careerfest and Athlete Network.

1. Log in at connect.cuchicago.edu/ using your CUC login info
2. Select the CUC Experience tab
3. Scroll down to the Career Services section
4. Click the link under Events

KEEP IN MIND!

want more information? need help?
check the student portal
or make an appointment

708-209-3033 career.services@CUChicago.edu