



## Tips to Get the Most Out of Career Fairs

- **Bring many copies of your resume** to submit to employers. Don't have an updated resume? Stop by the Career Development Office to get tips and hints on getting started creating a winning resume.
- **Come prepared.** Before the fair, spend a little time getting some background on an organization. Visit <https://tricities.wsu.edu/careerdev/careerfairstudent/> for a list of companies exhibiting at the Career Fair.
- **Allow yourself adequate time.** Come as early as possible, as typically, fairs are busiest during the lunch hour. Fairs close promptly at publicized ending times to accommodate employers' travel arrangements. You may find you need to return between classes in order to meet with all organizations you are interested in meeting at the fair.
- **Dress appropriately.** First impressions are important. While campus attire is acceptable for fairs, you will probably be most comfortable if you at least dress in "business casual" attire. Not sure what that means? Stop by the Career Development Office to talk to someone.
- **Be flexible.** Keep in mind that no single employer representative is knowledgeable about all positions available, especially in a large organization. Some representatives attending fairs are there to share their experiences working at the organization and may not be involved in the hiring process. If the employer representative at the fair does not know specifically about jobs/internships of interest to you, ask for the contact of someone that can assist you.
- **Prioritize the employers you're most interested in.** If your schedule allows, you may find it easiest to start with the employers in which you're less interested. This will allow you to relax, practice your networking skills, so you'll be most confident when you approach the employers that really pique your interest.
- **Take notes** when you inquire about next steps and the possibility of talking with additional managers or hiring representatives. Remember, the representative at the fair may not be able to answer all of your questions or know specifics about your job interests so be sure to write down the contact information that they give you of that individual who can get your questions answered.
- **Introduce yourself and be prepared to give your "elevator pitch."** Extend your hand for a handshake, say "hello", and state your name. Welcome the representative to WSU Tri-Cities! Show that Cougar spirit! Have your resume ready to give to the employer and be ready to talk about your career interests as well as academic and extracurricular experiences to show your skills and strengths.
- **Ask the representative for his/her card.** Having the business card of the representative you have just spoken with serves three purposes in sending a quick note/email to the person you have just met (and hopefully impressed!) WHY? First, you have a direct contact with the organization, including the proper spelling of the representative's name, direct telephone line, etc. Second, a brief thank-you note acknowledges the help they gave you and the time they took to visit campus. Third, sending thank-you notes is a good professional habit.
- **Respect employers' materials/sample items.** Some employers bring large quantities of print materials or "give aways, a.k.a 'swag'" clearly intended for students to take. Other employers bring a few copies of print materials, sample products, etc. as displays at their tables. Always check with employers before taking materials from their tables and DON'T take materials still packed in boxes.
- **Be courteous!** In addition to representing yourself, you also represent your department and the University. All of the organizations at the fair are there because of their interest in hiring WSU Tri-Cities students. Some representatives are fellow Cougs and alumni. Demonstrate sensitivity to other students waiting to speak with employers by keeping your questions brief and offering to continue your conversation at a later time. Enjoy the fair and your interaction with the employers. Let your positive attitude show!
- **HAVE FUN!**

Questions? Stop by the Career Development Office, Floyd 140 or email [tricities.careers@wsu.edu](mailto:tricities.careers@wsu.edu)