Tips For Success

Career & Internship Fairs

SJSU Career Center
www.careercenter.sjsu.edu

SJSU Career Center job fairs are an excellent opportunity for you to gain information about anticipated internships and career positions. It is also a great way to make contacts. Identify which organizations you want to interact with by previewing this list of participants. Log on to the Career Center’s website @ www.careercenter.sjsu.edu to research their job descriptions so that you can target your resumes. Instructions are on the list of employer participants. Be sure to attend a **Job Fair Success Workshop** to prepare for success and to obtain your **Early Bird Pass** (gain entrance to job fairs 3 hours early).

### Before The Fair

**Identify** which organizations you want to talk to at the Fair.

Logon to the Career Center’s website @ www.careercenter.sjsu.edu to research their job descriptions so that you can target your resumes. Directions are on the reverse.

**Prepare your resume.** “Target” a resume to each employer’s job opening.

Shape up your resume with a **resume critique** - - Career Center Resume Critique Drop-In Hours: M - Clark Hall 128B, 10 am-noon & MOD F, noon-4 pm, TU, W, TH - MOD F, 1:30-3:30 pm, F - MOD F, 11 am-12:30 pm.

**Practice presenting yourself as follows:**

- Introduce yourself — look confident and initiate a handshake with a smile. Demonstrate a knowledge of the organization. Employers might also bring short handouts for you to quickly scan.

- Prepare a one-minute commercial (your verbal portfolio) — describe your major, career interests, work experience, extracurricular activities, and the type of career information or job you are seeking. Show how your background and future goals fit the organization.

**Prepare questions to ask representatives:**

- What is the employment outlook in the field right now?
- What type of training is available?
- What types of assignments are given to new graduates or interns?
- What do you look for in candidates? What key skills/experiences are highly desirable?
- Do you have any other tips for success in this field?

View the videotape, *Marketing Yourself For Success*, located in the Career Resource Lab, Building F.

### At The Fair

**Dress professionally.** **Target** those organizations that are of interest to you:

- **Pick-up and scan** the employer’s short handout. Determine if your one-minute commercial will remain the same.

- **Introduce** yourself to the representative.

- **Give your resume to the representative.** Launch into your one-minute commercial. Ask questions (examples are on the left).

- **Ask** about the application procedure. A positive attitude pays off! Follow up — get a business card or a contact name. Do not ask questions about salary and benefits.

- **Bring your calendar.** Be prepared to schedule interview appointments.

- **Be patient and anticipate lines.** Visit less crowded organizations first.

- **Good luck.**

### After The Fair

**Write** a letter thanking representatives for their time and information. Include another resume and any other information requested (completed application, recommendations, or transcripts).

Develop a post job fair plan to keep actively engaged in your job search. Attend a Career Center **Interview Preparation Workshop** to prepare for success in your interviews.

Be sure to check the job listings on **SJSU’s SpartaJOBS** and upload your resume for e-resume transmittal. Go to www.careercenter.sjsu.edu. There are also many other resources available in the Career Resource Lab, MOD F.