



15 Tips to Get the Most Out of the CPCC Career Fair

www.cpcc.edu/career/fair

- 1. Research employers.** Recruiters will see thousands of job seekers during the course of the day. Stand out from the rest by being prepared. Visit www.cpcc.edu/career/fair to see which employers are coming, and keep track of your research.
- 2. Visit Career Services early to create a targeted resume.** Bring or e-mail your resume to Career Services several weeks before the fair to have it critiqued by a career counselor and discuss how to target it to a specific employer or job.
- 3. Pre-register and send your resume to employers before the fair.** We'll send your resume to employers before the career fair, so be sure to pre-register and upload your resume to the Career Services *Connections* job posting site. *The deadline to pre-register is Friday, March 9.*
- 4. Bring your CPCC Student ID.** Gain access through the VIP entrance for students. Shorter lines mean you can visit the career fair between classes!
- 5. Strategize.** Arrive early and obtain a map of the career fair employer tables. Identify your top choices. Remember, it's about quality, not quantity!
- 6. Bring plenty of resumes.** Target your resume objective to each employer you want to speak to and bring at least two copies for each. If you have multiple interests/objectives, make sure you bring plenty of each version.
- 7. Apply online, and don't be discouraged if an employer cannot accept your resume at the career fair.** Many companies require online applications for legal reasons, so apply before the fair and tell recruiters you have taken this extra step to demonstrate your enthusiasm for their opportunity. Once you make a good impression in-person, your online application will rise to the top.
- 8. Dress to Impress!** *Remember, Professional Dress is required for admission to the Career Fair.* Not sure if what you plan to wear is appropriate? Talk to a Career Services counselor for advice and check out our online examples of professional dress at www.cpcc.edu/career/prepare.
- 9. Know what you want to say.** Talk about your achievements and accomplishments. Use our Elevator Speech worksheet to plan what you want to talk about—you can find it in the Career Guide, in our online Career Guide at www.cpcc.edu/career/studentsgrads/guide, or you can meet with a Career Counselor for assistance.
- 10. Listen up!** You may have to wait to talk to recruiters, use your time wisely. Listen to the conversations recruiters are having with other job seekers. You can use this information you learn to develop some great questions and points to wow them! Also, network with other job seekers—they may know of some great openings that would be a perfect fit for you!
- 11. Ask good questions.** Do your research ahead of time so you can ask the recruiter insightful questions. Don't waste the limited time you have to ask, "what does your company do?" If you've done your homework, you already know the answer! Some examples of good questions:
 - What are looking for in a successful candidate?
 - What kind of entry-level positions (or internships) exist within your organization?
 - Does your company hire on a continual basis or just at certain times of the year?
- 12. Be enthusiastic and have a positive attitude.** Whether you're looking for a job or internship or are simply getting practice talking to employers—a career fair is a rare opportunity for you to get face-to-face time with those who can help you get ahead.
- 13. Collect business cards from recruiters.** Use them to send follow-ups and thank you notes.
- 14. Organize before you leave the fair.** Take a moment before you leave the fair to jot down some quick notes about the recruiters and companies you met with while it is still fresh in your mind.
- 15. Follow up.** Always follow-up with the recruiter to thank them for their time and remind them of your conversation with them. It's best to send them an email the afternoon/evening of the fair.