Trinity

# CAREER FAIR GUIDE

## WHAT TO DO BEFORE A CAREER FAIR

### Create or Update Your Resume:

- Prepare a well-written resume and print at least 10 copies.
- Review the “Resume Writing” handout on the career services website for more specific guidelines.
- Schedule an appointment with Career Services via Starfish at least two days before the fair.

### Research Employers:

- Check the list of attending employers by scanning the event registration QR code.
- Create a "game plan"- Make a list of employers to visit in order of importance to you.
- Review company structure, mission and history (About Us).
- Visit company websites, read recent news articles, and understand their job or internship opportunities. Prepare 2-3 thoughtful questions about each employer.

### Prepare a Few Talking Points:

- Develop an elevator pitch— this is a 1-minute introduction that highlights your skills, experience, and career goals. Conduct research about how to create one online or ask Career Services for a template.
- Practice with a friend or family member so you’re ready to introduce yourself confidently.

## Create a List of Questions

**Ask Thoughtful Questions :** Avoid basic questions like 'What does your company do?'. Instead, try:

**General Employer Questions:**
*How would you describe the culture of the organization?*
*What professional development opportunities are available?*

**Questions About a Specific Role:**
*What does success look like in this role?*
*How do managers measure success for employees/interns?*

**Questions for One-on-One Conversations:**
*What do you like most about working at [Employer Name]?*
*What challenges do new employees typically face?*

## Dress Professionally

First impressions matter! Business casual attire is recommended—dress shirt or blouse, khaki pants or slacks, comfortable shoes, and minimal accessories.

# WHAT TO DO DURING A CAREER FAIR

## Communicate with Confidence:

- Greet recruiters with a firm handshake and a smile.
- Use your elevator pitch to introduce yourself clearly and professionally.
- Share your interest in the company and how your skills and qualifications make you a strong fit for the position you're interested in.

## Collect Contact Information:

- Write down key details after speaking with each employer.
- Collect business cards and contact information for follow-ups.

# WHAT TO DO AFTER A CAREER FAIR

## Follow Up with Employers:

- Send a thank-you email within 24-48 hours.
- Mention specific details from your conversation.
- Express continued interest in opportunities.

## Connect on LinkedIn:

Send a LinkedIn request with a personalized note.

## Apply to Open Positions :

Visit the company's website to view and apply for jobs.

## Reflect & Plan Next Steps:

Review your notes and identify job or internship leads.

**For more information, resources and appointments:**
**SCAN HERE!**


**Contact Career Services:**

**202-884-9363** **careerservices@trinitydc.edu**