

# Career Fairs

### **Twenty Second Introduction Example** (quick introduction to employer)

"Hi (shaking hands), my name is Tracy Public (pause briefly for the other person to return their introduction)."

OK, now the clock is ticking. You have twenty seconds...

"I will receive my BS in Accounting in June from Cal Poly Pomona and have been working in the accounting field for more than two years, doing both general accounting and auditing. This past summer I worked for the New York office of Ernst & Young in an Auditor Internship. I'm currently seeking an auditor position, I'm interested to know what opportunities your company has?"

## **Career Center Calendar**

Check [www.cpp.edu/~career](http://www.cpp.edu/~career) for current dates, times and locations for Drop-In Advising, workshops and career events.

## **Drop-In Advising**

Brief, 10-minute sessions with a Peer Advisor who can provide you the tools to help you prepare for an interview. No appointment necessary!

Mon-Fri: 11am-3pm

### **Summer Hours:**

Please call office for Summer hours  
909-869-2342

### ***Research the Companies!***

Pick up a copy of the Career Fair Chronicle to find out which companies are participating. Profiles of participating companies may be available in the Career Center's library in company binders. Review the company websites and familiarize yourself with the companies so that you will be able to ask intelligent, well thought-out questions on Career Fair.

### ***Prioritize your Time!***

Review the participant list and select the companies you are most interested in learning more about and visit them first. Company tables will typically be arranged in alphabetical order.

### ***Keep Your Options Open!***

Talk with all the recruiters who might be interested in your major, background and goals. Keep in mind that companies will hire a myriad of employees. They may have openings in everything from finance to sales to graphic arts! Explore the lesser-known companies and keep an open mind.

### ***Questions! Questions! Questions!***

Use this opportunity to increase your knowledge of the company and its job options, the qualities and skills the recruiter is looking for in a good candidate, advancement and promotion paths, and training programs. Also ask about part-time positions and internships.

### ***Bring Your Resume!***

Remember that your resume is a marketing tool describing you! Cover the basics such as education, skills, work experience and accomplishments that are relevant to the industry or company or to positions of interest. Be sure to include your computer and language skills.

### ***Make Your First Impression!***

Be courteous, enthusiastic and confident. Your first impressions count. Showing genuine and realistic interest in the company will make a good impression. Overconfidence, arrogance, and interest only in the best dollar offer will create a negative impression. Business casual attire is recommended (or professional attire if you prefer).

### ***Establish Contact!***

If you find companies of interest, be sure to collect business cards, appropriate information and handouts. You may also send a "thank-you" letter to the recruiter with whom you spoke. A letter is a good way to jog their memory of you and to reemphasize your enthusiasm and your interest in the company.

### ***On-Campus Interviews!***

Many of these companies will hold on-campus interviews. If you are a senior, you may be eligible to sign up for these interviews. Check with the Career Center for more information.

## QUESTIONS ABOUT THE COMPANY?

- I am interested in your company because ...Can you offer me suggestions on how I can successfully apply to your organization?
- What are the areas of greatest growth in your company?
- What kinds of training programs do you have set up for entry-level positions?
- What do you like most about your company?
- Does your company offer internship programs or summer employment?
- Are there current openings in your company? If not when do you anticipate those?
- Considering my career interest, whom in your company would you suggest that I contact?
- May I leave my resume with you?
- How may I follow up with you?
- Does your company have international affiliates you could recommend?

## QUESTIONS ABOUT THE INDUSTRY?

- What are some of the major growth areas in your industry?
- Who are your major competitors?
- What should a college graduate know about this industry before they apply for a job?
- What professional associations would you recommend?
- Can you recommend periodicals and journals you think would be important for me to subscribe to?

## QUESTIONS ABOUT THE OCCUPATION?

- What are typical entry-level opportunities that I should be asking about?
- What skills do you think are the most important in building a successful career in this field?
- Where can I find out more about career paths in this industry?
- What advice would you give to someone trying to break into this field?

## LAST MINUTE TIPS!

- Remember that Career Fairs can be overwhelming and recruiters intimidating – Preparation is important!
- Prepare a brief “advertisement” about yourself to quickly present and market your skills to the company representatives.
- Have your resume critiqued by a career counselor at the Career Center
- Have several copies of your resume made on good, resume quality paper.
- Practice your handshake! A firm handshake and direct eye contact are important to recruiters.
- Ask the recruiters intelligent and pertinent questions about the company.
- Be considerate of the recruiters’ time. Try to spend only about 10 minutes at each booth.
- Be prepared to answer questions about your skills and abilities.
- Keep your eyes and ears open as other candidates talk to recruiters -- you could learn about new opportunities or pick up some useful information.

### ATTENTION ALL STUDENTS!

The Career Center offers an on-line job and campus recruiting resource: **Handshake!** Log into your Bronco Direct account to use this resource provided by the Career Center. [www.cpp.edu/~career](http://www.cpp.edu/~career)