



# Career E-minder

## Announcements and Events

**Wednesday September 5, 2007, 2:00pm—6:00pm**

- **Part-Time Job Fair**

**September 7– 8, 2007  
7:00am—3:00pm**

- **Habitat For Humanity**
- **Call Volunteer UWF! to RSVP at 474-3114**

**Tuesday September 11, 2007, 10:00am—2:00pm**

- **Volunteer Fair**

## How to “Work” the Part Time Job Fair.....

Attending a career fair can be a great asset in your job search. The emphasis of a career fair is to network - you can gather information about potential employers and make contacts that can lead to landing a part-time job, internship, Co-Op, or full-time position.

Prepare to sell yourself. Remember: you are the product—employers are the customers. Here's how:

- **Know the attending employers.** Check with Career Services to view a list of employers expected at the career fair and focus your research on the three or four employers that interest you most. Go to the fair knowing something about each of these companies. Good research will allow you to show your desire to be a part of the industry and the organization. Do check out their website, but going beyond this resource is optimal.
- **Know what you want.** A common question posed by recruiters is, “What types of positions are you interested in?” Saying, “I’ll take anything,” or “I don’t know,” to a recruiter can show a desperate candidate or a candidate that has done little or no research.
- **Dress professionally.** A career fair is like a mini-interview, so attend a career fair as if you were interviewing. This is your first impression on the employer—you want to look like you are serious. Employers share with us that a common mistake students make is not being dressed professionally.
- **Pack the essentials.** Be able to supply employers with a resume. If you are looking at several career options, you may want to have two or more targeted resumes with different career objectives! Students may also bring reference lists, their professional portfolios, transcripts, and completed job applications depending on their career area. Completing applications online ahead of time, if the employer has the capability, is always suggested.



- **Come early.** Don't arrive 30 minutes before the end of the event and expect to talk to employers. Some will have planes to catch; others will be tired and ready to wind up a long day of chatting with students. Come early while employers are less likely to be tired—and hit the booths of employers you are most interested in working for first.
- **Have a strong handshake and a positive attitude.** Greet each employer with a smile and an enthusiastic 30-second “commercial”—your name, your major, and your career interests as they relate to the organization.
- **Collect the cards.** Collect business cards from recruiters that you meet. Take notes on the recruiter and the organization on the back of the card. Use these notes—and the information on the front of the card—to personalize your thank-you letters.
- **After the Fair, don't forget to follow-up** by writing a thank you note. Send a thank-you note to every employer you speak to at the career fair. Some employers prefer notes by mail; some are happy for an e-mailed thank you—check with Career Services for advice on which type note to send.

Log on to JasonQuest to see what employers will be attending the Part Time Job Fair: [www.uwf.edu/career](http://www.uwf.edu/career)