



Career E-minder

Announcements and Events

October 8, 2007, 5:30–7:00pm

- **Network Night**

October 9, 2007, 2:00–6:00pm

- **Fall 2007 Career Fair**

October 11, 2007, 2:00pm

- **Interviewing 101 Workshop**

How to “Work” the Career Fair...

How can the Career Fair benefit me?

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 fulltime position. Prepare to sell yourself, you are the product— employers are the customers. Here are tips to get you off on the right foot:

→**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.

→**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 candidate that has done little or no research.

→**Dress professionally.** A Career Fair is like having a mini-interview, so attend as if you were interviewing. First impressions, are lasting impressions. Also, this year we are having TWO drawings to win a \$200 gift card to Target. Dress professionally to have a chance to register. For information on professional dress, see the Career Development Guide (page 27, “Dressing for the Interview”) http://uwf.edu/career/cs_documents/CareerDevelopmentGuide.pdf

→**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!

→**Come early.** Don’t arrive 30 minutes before the end of the event and expect to talk to employers. Some will have hectic schedules and be pressed for time, plus, they are more apt to be tired towards the end of the event.

→**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.** Write a thank you note/e-mail to every employer you spoke to at the Career Fair. It’s a nice way of showing interest and gratitude for their time.

Remember! Career Services offers ongoing [drop-in hours \(Monday through Thursday, 11:00-3:00pm\)](#). Do not wait until the last day before the fair to fix your resume, start early! You may decide you want to make crucial changes!



FALL 2007 CAREER FAIR
OCTOBER 9TH
2PM–6PM
CONFERENCE CENTER