

## Before the job fair

### 1) Clarify your goals – what are you looking for?

- Visit [www.smc.edu/ocr](http://www.smc.edu/ocr) to review the list of the employers coming to the job fair and the positions they are recruiting for.
- Whether you are looking for a career or a part time job, or just to build your professional network, reviewing the opportunities available will help you focus the content of your resume and your plan of action for the job fair.
- Some of these employers offer tuition reimbursement and other benefits that may help you decide which jobs you would like to apply for.

### 2) Prepare your resume – bring multiple copies.

- Bring multiple copies of your resume in a folder, so you can approach more than one employer.
- For a guide on how to write a resume visit [www.smc.edu/resume](http://www.smc.edu/resume). You may also make an appointment with The Career Services Center to have your resume reviewed.

### 3) Prepare a 30 second pitch to give to employers.

An “elevator pitch” is a 30 second overview of your knowledge, skills, and accomplishments. The term comes from the time it takes to complete a normal elevator ride from the top floor to the bottom floor. It is an opportunity to state who you are, what you've accomplished, and where you hope to go in the future. For Example, if you are looking for a job in banking you might say:

“Hi, my name is Sally Smith. I am a business major, with experience working in retail. I am looking to put my sales skills to work and expand knowledge of banking industry at one of the leading banking institution in the nation. I brought a copy of my resume for your review.”

### 4) Prepare 3 questions to ask the employer.

Look up the company online and come up with 3 questions to ask the recruiter to demonstrate your knowledge and interest in their company and the position you are applying for.

Below are some general questions you may consider asking:

- How long have you been with the company?
- How do you like working for the company?
- How would you describe this company culture/ management style?
- What are your plans for expansion in terms of product lines, services, new branches, etc.?
- Ask if they have any further questions about you're qualifications for this position. (This allows you to address something they may be thinking in their head but haven't brought up.)

### 5) Bring a notepad and pen.

It is helpful to make notes on what you discussed with each employer after you step away from the table so you can follow up later with a personalized thank you note.

## At the job fair

### 1) Dress professionally.

A suit and tie is not required, but professional attire is recommended. Below are some examples of appropriate professional attire:



2) Approach the recruiters with confidence and a friendly smile.

3) Introduce yourself, deliver your 30 second pitch and present your resume to them.

4) Ask the recruiters a few of the questions you prepared for them if time allows.

You do not want to monopolize the recruiters time. They are coming to speak to as many students as possible.

5) Ask the recruiter for their contact information and what the next steps are, so you know when to follow up.

6) Job Fair Don'ts:

Don't chew gum. Don't be on your phone. Don't wear heavy cologne or perfume. Don't be rude or impatient.

## After the job fair

**Email the employer and thank them for speaking with you.**

- Regardless of whatever timeline the hiring manager gives you for the hiring process, it is encouraged for you to send the employer a "Thank You" email as a way to stand out. In the thank you note,
- Recap for the hiring manager the summary of your qualifications for the job that you discussed with them in person.
- Let them know you are interested and available to discuss the possibility of working together.
- Feel free to make the note personal and include other points that you connected on in your brief conversation. (Refer to the notes you wrote down in your notebook at the job fair.)

Remember, even if you are not hired for this specific position, you have made a connection that you can reach out to in the future for other opportunities. This is an opportunity to build your professional network.

### The Career Services Center Can Assistant You With:

Resume Review  
Cover Letter Writing  
Interview Coaching  
Career or Major Counseling  
Developing and Practicing Your "Elevator Pitch"  
Professional Wardrobe Advice/ Resource Referrals

**Please call 310.434.4337 to make an appointment at the Career Services Center.**