

# Networking & Career Fair Preparation

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# Career Fair Preparation

- Research Companies
  - View Employer Attendees online at:  
[www.samfordbulldogs.org/events](http://www.samfordbulldogs.org/events)
  - Make a top-ten list of companies to meet
- Update Resume (Resume Critique Days)
  - Bring several copies!
- Dress Professionally
- Ask Questions
- Be Personable & Enthusiastic

*You only have one chance to make a 1<sup>st</sup> impression!*

# Approaching Recruiters

- One-Minute Commercial
  - Prepare what you will say to recruiters
  - Share who you are, your strengths, and what you know about organization
    - Handshake
    - Your name
    - Your major
    - Graduation date
    - Position(s) you are seeking
    - Relevant experience (jobs, internships, volunteer work)
  - End with a question that will continue conversation

# Concluding the Conversation

- Request the recruiter's business card
- Gather any printed materials or brochures
- Only take freebies if offered
- Inquire about how to secure an interview
- Before moving on to the next employer, take a moment to write down important details from your conversation (name, follow-up actions)
  - Bring a portfolio to hold resumes and notes

# How to Stand Out at a Career Fair

<http://www.youtube.com/watch?v=vAb7MZj7dBs>

# After the Career Fair

- Send handwritten thank-you notes to everyone you met within one week
- Follow-up with recruiters approximately two weeks later to express continued interest in organization
- Check to see if organization is conducting on-campus interviews: [www.samfordbulldogs.org](http://www.samfordbulldogs.org)

# Networking Tips

- Consider who is part of your network
  - Family, Friends, Neighbors
  - Co-workers , Supervisors
  - Faculty, Administrators, Alumni
  - Members of Professional Organizations
  - Contacts from Church, Hobbies, Community Involvement
- Decide your networking goals. What do you hope to gain from your network?
  - Information about jobs/ careers of interest
  - Receive advice and leads for your job search

# More Networking Tips

- Remember your One-Minute Commercial
- Prepare Questions
- Set a goal for each event
- Ask for names of other contacts in industry
- Offer to help your contacts/ return the favor
- Always Request a Business Card
- Think of an Exit Strategy
- Send Thank-you Notes

# LET'S PRACTICE!

- One-Minute Commercial
- Alphabet Game

*Remember, approximately 80% of jobs are never advertised.... Start networking TODAY!*