

Career and Internship Fair

12:00 to 3:00 p.m.
Student Activities Center

Wed.
Oct. 3

Why You Should Attend

It takes more than a degree to reach your career goals. You need experience, a professional network and you need to know what jobs are available. The Career and Internship Fair is designed to help you get each of these.

By attending, you can:

- Learn what careers fit your major
- Get insights into companies
- Network with employers
- Learn how to apply for internships & jobs

Over **50 employers** will be at the fair. There is no charge to attend. Participating in this event will be an outstanding investment in your professional career.

Prepare for Success

- **Give yourself time** to take full advantage of the event. If you have classes during the fair, ask your professors (at least a week in advance) for permission to attend.
- **Your resume** should outline your skills clearly. For resume advice, email becareer@iusb.edu.
- **Bring** several copies of your resume to the fair. You can print copies at no charge in the Career Services Office, Administration Room 104. Do NOT wait until the day of the fair to do this.
- **Dress to impress.** At minimum, business casual attire is necessary for the fair. The more professional you look, the better first impression you will make.
- **Research employers.** A list of employers is posted online. Researching companies in advance allows you to talk knowledgably with them about the jobs they offer. That will leave them with a positive impression of you. Make a list of employers, in order of your priorities, to ensure you have time to talk each.
- **Prepare questions** for employers in advance. Questions can include (but are not limited to):
 - o Please describe your training program.
 - o What is the work environment of your company like?
 - o How has working at this company influenced your professional growth?
 - o How are interns (or employees) evaluated?
 - o What would you consider exceptional performance during my first 90 days?
- **Follow up.** Once the fair is over, email and thank employers with whom you spoke.

Practice Your Introduction

First impressions matter. If you speak well an employer is more likely to remember you. Make a short introductory “commercial” about yourself (less than 45 seconds), which may include:

- Your name and major
- Your current year in school
- Reason for attending the fair
- Say something you know about the company (do research before the fair)
- Explain how your skills and experiences match the employer’s position(s)

Practice your introduction in advance. When you meet employers, smile and use a firm (but not crushing) handshake. Before you leave them, ask for a business card and thank them for their time.