



Career Fair Tips

Before the Career Fair:

1. Create your 30-second elevator pitch. Practice it, but don't try to memorize it.
2. Develop your resume and have it critiqued at the RBS Office of Career Management.
3. Make extra copies of your resume on quality resume paper.
4. Research companies through their website, social media and Vault.com.
5. Review the list of attending companies and identify your “must-talk-to-employers.”
6. Develop a few questions to ask:
 - What kinds of skills, experience, and personal qualities do you look for in the students you hire?
 - What are typical career paths within your organization?
 - What type of training program do you offer to new employees?
 - What is your organization’s culture like?

Day of the Career Fair:

1. Dress for success. Wear business attire.
2. Bring your padfolio, resumes, and a pen.
3. Introduce yourself to target employers:
 - Smile, have a firm handshake, and maintain eye contact.
 - Use your 30-second elevator pitch.
4. Ask informed questions based on your employer research.
5. Request employers’ business cards/contact information and offer your resume.
6. Thank them for their time.
7. Jot down notes immediately after talking to each employer.

After the Career Fair:

1. Send a thank you email to the employers you spoke to within **24 hours** and briefly include what you discussed.