



Quick Tip Sheet: Prepare for a Career Fair

career.uri.edu | 401-874-2311 | ccee@uri.edu | Roosevelt Hall, First Floor

MAKE A PLAN

Register for the fair in **Handshake** (uri.joinhandshake.com) and review which employers will be attending. Research the employers' Handshake pages, websites, and/or LinkedIn profiles to learn more about them before the fair and decide who you'd like to speak with.

In your research, try to identify the following:

- What job titles they are hiring for and/or which majors they are interested in hiring
- What you like about the company/why you would like to work there
- Why you think you are a good fit for the positions they are offering
- What questions you'd like to ask at the fair

Enter your notes and questions below (or make your own document if you need more space). Bring these notes to the career fair!

Employer Name	Notes	Questions I Have

PREPARE YOUR MATERIALS

Make an appointment with your Career Education Specialist in Starfish to review your resume, or visit the CCEE to have your resume reviewed by a Career Peer Advisor during drop ins from 12 PM - 3 PM Tuesdays-Thursdays.

Need to create a resume? Use the CCEE's Resume Module to get started:

career.uri.edu/resources/ccee-professional-development-modules

PRACTICE YOUR PROFESSIONAL PITCH

Create a 30-second pitch that introduces yourself, your goals, and what you have to offer and invites a conversation with the employer. For more guidance on developing a professional pitch, go to

career.uri.edu/resources/professional-pitch-quick-tip-sheet/

Introduce yourself. Who are you? What do you study? Why are you attending this event?	Example: <i>My name is Jamie Collins and I am a senior studying Journalism. I'm at the event today to learn about full-time opportunities after I graduate in May.</i>
Introduce your mission. What is important for this person to know about your experience, interests, skills, and values?	Example: <i>I am interested in broadcast journalism and passionate about the role of the press in holding those in power accountable. I also value amplifying diverse voices in my work to ensure my community is represented fairly.</i>
Share about your experience. What have you done so far or what are you currently doing to put your mission into action?	Example: <i>I have been a staff writer for the campus newspaper for four years and am the head news producer for the Daily Ram, our on-campus television broadcast studio.</i>
Make a connection. What inspired you to speak with this person? What do you know about them or their organization?	Example: <i>As a Rhode Island resident, I'm familiar with the work your organization does around the state and I particularly admire your focus on investigative journalism.</i>
Invite a conversation. Close with one of your questions from Section 2.	Example: <i>What is the onboarding process like for entry-level journalists and what type of work could I expect to be doing in my first year?</i>

THE DAY OF THE FAIR

What to Bring:

- ☐ Dress For Success: Business Professional or Business Casual attire
 - ☐ Check out URI CCEE on Pinterest for outfit ideas: pinterest.com/uriccee
 - ☐ Wear shoes you are comfortable standing in for the entire fair
- ☐ Printed copies of your resume in a folder
- ☐ Bag to collect employer materials
- ☐ List of notes/questions for employers

Make sure you are well-rested, hydrated, and fed so you are feeling your best!

AT THE FAIR

Get Warmed Up

While all employers offer valuable opportunities, shake off any nerves by starting with companies you are least interested in. When you feel confident, direct your focus to the employers you are most excited about!

Show Enthusiasm

Make eye contact with the employers. If you are comfortable, offer a firm handshake. If you would prefer not to shake hands, greet them with a smile, a wave, or a nod. Use active listening skills to show your interest in the company. Listen carefully to the information employers are sharing with you and ask relevant questions.

Hand Out Your Resume

When speaking to an employer you are interested in, hand your resume to the employer personally. Do not just leave it on the table, put it in the recruiter's hand before you leave!

Some employers may prefer for you to upload your resume to an application portal instead of handing them a copy at the career fair. If directed to submit your resume another way, always follow the employer's directions!

Get Contact Information

Before you leave the table, make sure you get the name and contact information of the person you spoke with. If they have a business card, take a copy and put it somewhere safe so you can follow up later.

AFTER THE FAIR

Write thank you notes to everyone you spoke with! You may send thank you notes via **email**, **LinkedIn message**, or **Handshake**.

In your thank you note, be sure to:

- Thank them for their time
- Reference something specific about your conversation
- Reiterate your interest in their organization based on something you learned
- Remind them of your key skills and interests
- Attach a copy of your resume

Be sure to apply to any positions you discussed at the fair and send the recruiter an email when you have submitted your application!

Example Thank You Note

Dear Hannah,

Thank you for taking the time to chat with me at the career fair. I really enjoyed our conversation. I especially appreciated learning about the Gender Wellness Initiative at Seven Hills Foundation; it gave me a clearer picture of where I could contribute as an intern and really reinforced my interest in the organization. As a Psychology student with 2 years of experience working at URI's Gender & Sexuality Center, I'm excited about the chance to contribute in a meaningful way. I'm particularly interested in helping create educational workshops and programs to promote inclusion and wellness for LGBTQ+ youth, and it sounds like your team would be a great fit. I've attached my resume here, and I'd love to stay in touch.

Sincerely,
Maya Alonso

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