

# Making the Most of the Internship & Career Fair

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## Who are the Representatives?

- Company reps are familiar with their organization's mission and opportunities for internships, fellowships, jobs, and employment programs. They may be Human Resource representatives, managers, volunteer coordinators or supervisors.
- They may not have hiring authority or answers to all of your questions.
- They are often UC Davis alumni.
- Representatives may only have 1-2 minutes to talk to you so be focused on what you want to say and ask.
- If time allows you can ask a recruiter to review your resume.

## What to wear

Remember, first impressions can have a lasting impact. Dress professionally (a suit is not necessary).

- Men: slacks, dress shirt, tie optional
- Women: dress or skirt, heels not necessary

## To Resume or not to Resume

Definitely bring copies of your resume!

If you don't have your resume ready, ask the recruiter where to mail it.

Always be prepared.

- Attend a resume writing workshop
- Have someone from the Internship & Career Center critique your resume prior to the Fair

## Preparation

1. Company lists and descriptions are available on the Internship & Career Center web page <https://iccweb.ucdavis.edu/students/fairs.htm>.
2. Time passes quickly at these events; decide which organizations you are most interested in.
3. Avoid asking, "What does your company or organization do?" That information is available in their brochures, in the company descriptions on the web page and in the Career Fair Program Guide.
4. Take a brochure, step away to review the information, and return to ask questions you may have.
5. Consider asking the following questions:
  - Do you have a summer internship program? If so, can I get a position description? What steps do I take to apply?
  - What opportunities are available for someone with my background?
  - What opportunities exist in your organization for students with advanced degrees?
  - What should I be doing now to prepare myself for a job in this field?
  - What information should I include in my resume?
  - How can I follow-up on the status of my application?

6. Be prepared to answer recruiter's questions, such as:
  - What classes are you taking?
  - What is your major? Why are you interested in this field of study?
  - What are your career goals?
  - Why did you select UC Davis? Has it been a positive experience for you?
7. If you speak a foreign language be prepared to do so with the recruiter. *Your conversation may be informal, but you still need to present your best interpersonal and communication skills.*

## **The Internship & Career Fair To Do List**

- ❖ Sign in with your student ID#
- ❖ Review master list of organizations attending in the Program Guide.
- ❖ Look at the floor plan to see who is where. Expect some cancellations.
- ❖ Travel as lightly as possible. You'll be shaking hands and getting company literature and a full book bag could be awkward.
- ❖ Introduce yourself to the recruiter, make eye contact and shake hands when possible.
- ❖ Give a little background about yourself, e.g. your skills, interests and whether you are looking for a career position, internship or just general information.
- ❖ Take the initiative and ask key questions (see previous page for tips).
- ❖ Pick up company information.
- ❖ Ask for a business card, but be aware that some recruiters will not hand them out. If it is a company you plan to follow-up with be sure to get the address and correct spelling of recruiter's name.
- ❖ Maintain professionalism. Be polite, polished and patient.
- ❖ Attitude is everything. Recruiters see students as potential representatives of their organization. With this in mind, have a positive attitude, display confidence and be sure to respect other students' privacy when approaching a recruiter's table.
- ❖ Enthusiasm sets you above the rest with a smile and strong introduction. Time is limited, so sell yourself efficiently. Spark the recruiter's interest by expressing your knowledge of their company and ways in which you see yourself fitting in. Ask if the recruiter would like a copy of your resume and discuss how and when you should follow-up with the recruiter.
- ❖ Be sure to take notes regarding who you need to follow-up with and who you left a resume with. If you agree to call someone back in the coming week, be sure to mark your calendar!
- ❖ Thank you notes are an often-neglected courtesy. They also offer you another opportunity to highlight your skills and abilities.
- ❖ Not every resume will result in a letter or call. Don't be afraid to follow-up with another copy of your resume with a cover letter reminding them of your meeting at the Fair and your interests and qualifications.