

CAREER FAIR CHEAT SHEET

Where to start

- Do your research on the companies attending the fair (preferably before showing up to the fair); visit careers.ucr.edu to view a list of participating employers
- Start with companies you are least interested in as practice before speaking with representatives from your top companies

30 Second Pitch



- **Who are you?** (Name, Major, Class Level)
- **What do you do?** (Skills, Relevant Experience, Relevant Interest/Passion)
- **What are your skills and experiences related to this position?** (How do your skills and experience make you the perfect fit for the job?)
- **Why are you talking to them?** (Connect yourself to the targeted organization/employer, show your knowledge/passion for the company)

Opening Questions

- Do you have any advice for someone wanting to enter the field?
- I went online and filled out your application for the _____ (fill in with job you have applied for) and I am really interested in _____ (employer name) and was curious what else I might do to help me get a foot in the door?
- Are there some specific skills, work experience or educational background that can make me more competitive for the _____ (position name)?

How to Follow up

- Make sure to take the representatives' **business card** and leave a **resume** if possible
- Ask them if you may **contact them** in the future for further information
- **Follow any instructions/cues** from the recruiter
- If no instructions are given **follow up within 24-48hrs** of meeting them (**DO NOT WAIT**)

CHECK LIST



Resumes



Professionally Dressed



Employer Information Matrix in hand?



List of companies you are interested in speaking with



CONFIDENCE!!!

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