

CAREER FAIR PREPARATION

▶ STEP 1

Do your research! Using your **Handshake Account**, RSVP for the Career Fair and look up the list of approved employers attending the fair. Make a list of all the employers you would like to talk to and do research on the company and the positions they are hiring for.

▶ STEP 2

Prepare and practice your elevator pitch. Think about what you want the employers to know about you. What is relevant? Interesting? Impressive? What do you want to know about them?

Use page 2 as a guide to creating your elevator pitch.

▶ STEP 3

Make sure to complete and print the most updated version of your resume. If you do not have a resume use the **Resume Guide** to help you get started.

▶ STEP 4

Select business casual attire to attend the Career Fair. Please avoid ripped jeans, jean shorts, crop tops, graphic tees, flip flops etc. If you're in need of attire to wear, please contact the Career Closet by emailing Shane Franzen at sfranzen@fitchburgstate.edu prior to the career fair.

▶ STEP 5

ATTEND the career fair and **NETWORK** with all employers you are interested in. Make sure to show genuine interest, listen to what they are saying, and follow up.

▶ STEP 6

Keep all the business cards for employers you are interested in and follow up via email up within two business days following the fair. Review the article **The Right Way to Follow Up After a Career Fair** by The Muse for tips.

▶ ELEVATOR PITCH

Your pitch is your professional introduction. This is how you might introduce yourself at a career fair or similar event or when you meet someone who is a potential professional network connection.

The 3 Statement Pitch

1. **Present:** Who are you? What are you studying? Example: I'm Sam Sample, and I'm a student at Fitchburg State University in the Computer Science Program.
2. **Past:** What experience do you have? Your experience can include internships, work experience (i.e., security job), leadership in a high school or FSU sports team or club, and volunteerism. Example: I recently started working as an RA here at FSU.
3. **Future:** What type of experience are you looking for? Why are you talking to them? Example: I'm interested in finding an internship for the summer so that I can apply the skills I've been learning in the classroom to a new project.

Writing Your Pitch

Use the following prompts to help you draft your pitch. Feel free to change them up to best suit your style and needs.

Hi, my name is _____. I'm a (junior) _____ at Fitchburg State University, working toward a degree in _____.

I built experience by _____

I'm interested in _____

FOR MORE INFORMATION, CONTACT

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