

# 5 things you need to know to make the 2019 Job & Internship Fair work for YOU

50 employers are attending the Fair, and they can't wait to meet you! This is an ideal opportunity for you to learn about jobs and internships, explore career fields, and get noticed by recruiters. Use the 5 tips below to make a positive first impression. **Don't forget, the Fair is Wednesday, March 6th from 1-3pm in the Library Concourse!**

1. **Research employers of interest ahead of time and develop a game plan.** Review the list of employers, available at [www.utica.edu/careerdevelopment](http://www.utica.edu/careerdevelopment), and conduct preliminary research by visiting their websites. Employers **LOVE** prepared students! Speak to employers that interest you the most first. The event is only two hours long, and lines may begin to form for some employers. Then, take the time to visit the other employers on your list to further explore opportunities and career fields.
2. **Bring multiple copies of your résumé.** Many employers will accept copies of your résumé (some may direct you to online applications), so be sure the document is up to date and error free. Consider tailoring your objective to each of your top employers accordingly. If you need help with your résumé, check out our upcoming résumé events and drop-in hours. An online guide is available on our website, too.
3. **Dress in professional attire.** Everyone is strongly encouraged to wear a conservative suit, like the picture shown. Also avoid common pitfalls like wearing too much cologne/perfume, chewing gum, wearing flashy jewelry/makeup, wearing heels that are more than 3-inches high, and having tattoos/piercings exposed. Be sure to leave the backpack at home, and turn your phone off, too!



4. **Prepare your introduction.** Start by extending your hand to offer a firm handshake. While smiling and making eye contact, introduce yourself. Don't rush your words and speak clearly. The Fair may be a little noisy, so be sure the recruiter can hear you. For example:

*"Hi, my name is Beth Rivera, and I am a Management student with a Human Resource concentration finishing my sophomore year. I saw on your website that Excellus BlueCross BlueShield has a summer internship in human resources at your corporate headquarters, and I happen to live in the Rochester area. Would you be able to tell me a little bit more about what you're looking for in an intern? I also have a copy of my résumé to share, if you'd like."*

After the conversation, take the recruiter's business card and any available brochures. Thank the recruiter for his or her time. Sending a professionally written thank you e-mail after the Fair is a nice touch, too.

5. **Take advantage of The Center's other promotions.** All students attending the Fair are eligible to win one of two \$100 Amazon gift cards, and **FREE** professional head shots will be available at the Fair. Your head shot may be used for your professional networking accounts, including UC Career Connect and LinkedIn.