5 Steps for Career Fair Success

For best results, begin your preparations at least 1-2 weeks in advance

1. Review & Revise Resume
   - There are no “perfect” resumes, but you want yours to be as effective as possible
   - Be sure to update often (at least once a semester) with GPA, work, and activities
   - Undergraduate resumes should be no more than one side of one page
   - Use skills-based impact statements
     - “Analyzed test data and organized results in an easy to interpret report.”
   - Proofread, proofread, proofread!
   - Bring 10 more copies than you think you’ll need

2. Research Companies in CyHire
   - Do your research on company products, culture and positions to impress the recruiters
   - While researching, take notes to reference at the Career Fair
   - Include smaller, non-brand name companies in your search
   - Attend on-campus information sessions to network and learn more about a company

3. Career Fair Logistics
   - Utilize CyHire’s “Documents” tab for maps and booth locations
   - Walk, take the Career Fair shuttle, the red or orange CyRide bus route, or drive and park for free near Hilton and Scheman
   - Plan your professional outfit several days in advance
   - Make the most effective use of your time by pre-registering and getting your name badge (you may register the day of in Scheman)
4. Elevator Pitch
   - Should be 20-40 seconds
   - Maintain eye contact, smile, and have a firm handshake
   - Practice your delivery

Include:
   - Name, Major and Graduation Date
   - Position type desired and any connection you have to the employer
   - Why you would like to work for the employer, based on your research
   - Highlight how your skills match their open positions or culture

5. Interacting at the Career Fair
   - Warm up with your lowest-priority company
   - Talk to any company hiring your major
   - Demonstrate your skills with specific examples
   - If you need a break, visit the student lounge in Scheman
   - Visit smaller companies that may have shorter lines
   - Collect business cards for follow-up
   - Say thank you often

Sample Questions to Ask

Getting to know the company better…
   - “What types of projects do engineering interns work on at your company?”
   - “What electives could I take to be prepared for a full-time engineering position at Company X?”
   - “Besides technical skills, what professional competencies are emphasized at your company?”

Exploring possibilities for further networking…
   - “Considering my particular career interest, are there additional people at (company name) whom I should contact?”
   - “I’m interested in tracking your company. What’s the best way to do so?”
   - “Are you participating in any other events on campus that I can attend?”

“Hello, my name is Allie Rowe. I am a junior Mechanical Engineering major with an interest in design and testing. I have completed several Mechanical Engineering projects and last summer did an internship with XYZ Company where I built robots. I am very interested in gaining experience in product development at ENG Company and noticed on your website several products, including A and B, that I would be interested in continually developing. I would like to learn more about internship opportunities within your organization.”

Engineering Career Services
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