Use the following list to help you prepare for Tufts career fairs as well as other fairs off-campus. Consult a career advisor if you have questions about preparing for a career fair or making the most of the experience.

Before the Fair

☐ **Get the details** – Know the logistics as well as which companies will be present and the positions they’re offering.

☐ **Refine your resume** – The Career Center offers daily resume reviews as well as resume critique sessions prior to Tufts Fairs. See careers.tufts.edu/students/appointments.asp for appointment options.

☐ **Plan your attire** – Make sure you have a business professional outfit for the fair.

☐ **Research employers and prepare questions** – In addition to organization websites, use Career Center resources - careers.tufts.edu/students/jobs/researching - to research employers and develop questions for them.

☐ **Practice your elevator script** – Include your name, class year, major(s), interest areas or experiences relevant to the employer and questions to keep the conversation moving.

During the Fair

☐ **Map your route** – Locate the organizations you want to see and know your reasons for visiting each employer; don’t go to your #1 employer first.

☐ **Make a good first impression** – Approach with a smile, firm handshake and eye contact.

☐ **Take advantage of the opportunity** – Your resume, research, elevator script and thoughtful questions will help you stand out. Have fun, and enjoy the process of learning about different employers and career paths.

After the Fair

☐ **Stay organized** – Review who you saw and which organizations you liked. Record employers, contacts, important dates and follow-up plans in a spreadsheet.

☐ **Say thank you** – Send formal, tailored emails after the fair (preferably within 48 hours) to thank recruiters for their time and reiterate interest in their organizations.

☐ **Follow directions** – Know what each organization expects from you and follow their application instructions. Consult the Career Center website and Jumbo Jobs for campus interview or resume drop information, if applicable.

☐ **Connect with the Career Center** – Talk to a career advisor about following up with employers, strengthening your applications, preparing for interviews and more. Make an appointment by calling 617.627.3299 or stop by during our drop-in hours.