Tufts CAREER FAIR TIPS:

Remember to stop by the Career Center Info Table in Gantcher if you have ANY questions, want to practice or need a little moral support! We are here for YOU.

Make a Good First Impression

- Smile, make eye contact and shake hands firmly and confidently
- Be aware of your body language - don't fidget
- Maintain good eye contact, don't let your eyes wander
- Display interest and enthusiasm
- Be confident, pleasant and authentic
- Do not bring drinks or chew gum
- Be sure to talk AND listen
- Be prepared with two questions tailored to the organization
- Bring copies of your resume (See the Events menu for info on Career Center Resume Critique Days)

Dress Appropriately

- Business casual at a minimum
  - Business casual attire typically refers to dress pants or khakis, dress shirt or blouse, optional tie or sport coat, a dress or skirt (2 inches above your knee or below), a tailored blazer, knit shirt or sweater, and dress shoes that cover all or most of the foot (no athletic footwear.)
- Do not wear heavy perfume/cologne
- Have fresh breath, but no gum!
- For more tips, check out these guidelines for Men and Women, and those beyond the binary.
- For questions about attire, contact the Career Center

Prepare Your Script

Have a one-minute script that concisely states the following:

- Your name, class year and major (if you haven’t declared a major, you can mention the one or two you’re considering).
- A few things about your background that relate to that particular employer. This could be interest areas or activities, projects, research, work or volunteer experience.
- A question to keep the conversation moving.
Guidelines

- Be specific
- Target your script to the organization and role that interests you
- Keep your script conversational and natural, not too heavy on details
- Be prepared to stop and answer questions
- Be enthusiastic!

Have a Plan

Know why you’re at each and every booth you visit. If you don’t feel ready to speak to a particular company, don’t let them know that. Listen as the recruiters talk to other students, take their literature, walk away and skim it, and come back when you are more prepared to speak.

Respect the Recruiter’s Time

Listen politely as the recruiter speaks with others. Take a few minutes to talk when it is your turn, and if the conversation is going well and there are others waiting, offer to come back. Just remember to go back if you said you would!

Questions for the Recruiters

- Which skills or experiences do successful candidates have?
- Can you give me an example of a typical first assignment for this position?
- What is your favorite thing about working for XYZ Company?

  Don’t ask: “What does your company do?”

*Adapted from Tufts Career Fair Plus App
What Do I Say to Employers at the Career Fair If....

1) I know what I’m looking for and want to target particular organizations.
2) I’m not sure what type of internship or job I’m looking for.
3) I’m there to learn and explore, but am not necessarily looking for an internship/job at this time.
4) Other?

1. Think about your goals for attending the fair:
   Here are some examples:
   I want to:
   Target particular employers who are offering what I am looking for
   Explore opportunities
   Understand how the fair works
   Practice my introduction to employers
   Learn about what kind of organizations recruit at the Fair
   Find out what I can be doing now that will make me a great candidate in the future

2. Write your employer introduction:
   Name, Class Year, Major (if declared)
   State why you are at this particular employer booth, for example:
   - Company/organization does what you have an interest in
   - Interested in the job or internship they are offering
   - Friend, classmate has worked there and had a good experience
   - Has an internship opening for students with your major (or one that you are considering)

3. Add an experience of yours (or an interest you’ve developed) that relates to the internship or job that the employer is offering (volunteer position, club, internship, course, project, etc.)

4. Ask a question – here are a few examples:
   - Could you tell me a bit more about the internship training program that you mention on your website?
   - What courses would you suggest taking to prepare for this opportunity?
   - Can you give me an example of a typical first assignment for this position?
   - What can I do to prepare for an internship or job with your organization?

5. Review a few examples to get you started:

   Hello, my name is _____.  I’m a (insert class year) studying _______.  I see that (name of organization) has a focus on ____________, and through a course project I________.  I am excited to learn more about the internship you are offering.

   Hello, my name is _____ and I’m a (insert class Year) majoring in ______.  I am exploring opportunities in the _____field and have experience in____ through my student club involvements and internships. I am very interested in the _____ position that you are hiring for.

   Hello, my name is ______ and I’m a (insert class year).  I see that your organization does ___ and I’m interested in this because _____.  I would like to learn more about what I could do moving forward that would make me a great intern or job candidate in the future.

6. Practice your introduction so that you can deliver it confidently and naturally!