Presentation Outline

- Workshop Objectives
- Defining Personal Objectives
- Before the Fair
- Creating an Elevator Speech
- Morning of the Fair
- At the Fair
- After the Fair
- Questions, Resources, & Assessment
Workshop Objectives

• Define your own personal objectives for attending a career fair.
• Generate your 30-second “elevator speech.”
• Understand professional tactics for before, during, and after the fair.
Defining Personal Objectives

• Why are you attending the career fair?
Defining Personal Objectives

- **Common responses:**
  - See what is “out there”
  - Network for future job connections
  - Learn more about the admission process and criteria
  - Land a job
Before the Fair

• Take some time to research participating organizations
• Prepare & print copies of your resume (use resume paper)
• Prepare your 30-second “elevator speech”
  • Use InterviewStream or a video recorder for practice
The Elevator Speech

Preparing your speech, consider...

- Name
- Major
- Previous skills & experiences
- Interest in position/company
- General info about company
- Your hook
The Elevator Speech

- Take 5 minutes to draft out your elevator speech
- Break up in groups to practice and provide feedback

PRESENT YOURSELF
Make an Impression in 20-40 seconds
Morning of the Fair

- Refresh your memory
- Re-read your resume
- Finalize the list of organizations to meet
- Practice your “elevator speech”
- Dress professionally
- Remember good hygiene
- Bring a padfolio for notes
- Bring business cards & a business card case
At the Fair

- Remember a strong handshake, eye contact, and listening skills
- Don’t be misled into thinking a career fair is a giant social
- Ask strong questions that aren’t apparent from looking at their website
AFTER THE FAIR

• Write a “thank you” note or email
  • Include conversation examples
• Connect with the organizations or people through LinkedIn
  • Send a personalized message
Questions?

Reach out to us...

careerservices@cmc.edu

CMC Career Services

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