Career Fair/Networking Quick Tips

Career Services hosts career and internship events every year connecting employers with CU Boulder talent.

Resume-
Create a resume that highlights your skills, abilities, and qualifications. Develop a tailored resume for each type of employer you want to meet with. Visit our website for resources on creating a resume.

Research-
Research the employers you want to speak with. Know the basics about the company and the types of positions they are interviewing for at the fair.

Career Buffs-
Career Buffs is the online resource for CU Boulder students and the connection to all things career. Find job postings and which employers are attending career events.

Before the Event

Introducing Yourself-
This is your 30-second commercial or elevator speech. This is a brief, persuasive speech that you use to introduce yourself and pitch your interest, unique talents and skills. Include: Who you are; your major skills and accomplishments; what do you want/where are you going?

How To
Create a Great Elevator Pitch

TALK ABOUT...
1. The essentials (the basics about you)
2. The past + present (past experience and what you’ve been up to lately)
3. The future (long term career goals)
4. The company fit (why you’d be a great fit for that company and why you’re interested)

Remember to Bring:
- Buff OneCard or other form of identification
- Copies of your resume
- Paper and pen to take notes
Introduce Yourself

Walk up to a recruiter, smile, offer a firm handshake, establish eye contact, and introduce yourself. Stay positive and maintain a friendly attitude as you talk with employers. Expect to take the lead in conversation and ask thoughtful questions. Remember, you may need to wait in line to get your opportunity, plan extra time at the fair.

Example Script:

“Hello, my name is ______. I’m a (year in school), majoring in ______. I have a strong interest in what (company name) is involved with, and I would love to know more about what you do with (company name).”

Ask Questions

Be sure to prepare two or three questions to ask each employer. Questions should be related to the company or the positions for which they are recruiting. Research ahead of the fair to make sure your questions are insightful and not easily answered by looking at their website. Show your interest and knowledge in the position.

Sample Questions:

- What activities are routinely performed on the job?
- Which parts of the job are the most challenging? The most rewarding?
- What do you enjoy most about your job/working for (company)? Least?

Dress for Success

Put your best foot forward by dressing professionally. CU Boulder is a casual, laid-back campus, however, no jeans, shorts, or flip-flops should be worn to a career fair or event where employers are present. If you are not dressed professionally, it could give the impression that you are not serious about your job search.

- Wear a suit. If you do not have a suit, dark slacks paired with a button-down, long sleeve shirt and tie, or blouse are the next best thing. Wear nice polished and comfortable shoes.
- Avoid overly bright colors with distracting designs, tight fitting clothes, and short skirts.

After the Event:

TRACK the employers you visited and what you discussed by connecting on LinkedIn and gathering business cards. FOLLOW UP contact the employers you spoke with via email and thank them, reiterate your interest.

Utilize the Career Buffs database to find all sorts of job postings, internship opportunities, and information about upcoming career fair events.

*Data gathered from 2015 Career Buffs database*