



Career Fair Tips

Take the time to prepare when you attend a career fair. This will optimize your experience and maximize your opportunities. Career Services offers a variety of resources to help you get the most out of the event. If you would like personalized guidance to help you prepare, please schedule an appointment at [Career Services](#), email CareerServices@Clark.edu or call 360-992-2902.

Before the career fair

- Attend *Career Fair Series* [Student Success Workshops](#).
- Research the [employers](#) who will be in attendance. Start by looking at their websites to read about the company's mission, values and who they serve. Review current job postings on their website and in [Penguin Jobs](#) to determine what qualifications they are seeking.
- Prepare a resume and bring an ample supply. Meet with Career Services to review or help you create a resume or print if needed.
- Prepare questions to ask the employers you want to speak to- about the position(s) available, mentorship and internship programs, the qualities/skills they look for in a candidate, their interview/hiring process, or anything else you want to learn about.
- Make a list for yourself to brainstorm what kind of culture and/or values you would like a potential employer to have, as well as a list of your own accomplishments. This will help you keep these thoughts fresh as you interact with employers.
- Bring a pen and pad of paper for note taking.
- Dress in the way that you most want to represent yourself. Schedule a visit to Clark's

Scan QR code below or visit

https://www.clark.edu/enroll/careers/events/career_days.php for more info!



Clothing Closet or meet with Career Services if you are not sure what to wear.

- Prepare your self-introduction or “elevator pitch.” Share information about yourself and your career interests like this: name, academic major/program, opportunities you are seeking, relevant experience, skills/strengths, and knowledge of the company. Meet with Career Services to practice or help you create your pitch.

During the career fair

- Utilize Clark Career Fair staff who can support you with any questions or assistance you might need.
- Create a game plan. If possible, arrive early to obtain a map showing where each company will be located.
- When waiting in lines to meet an employer, listen to conversations ahead of you and apply this knowledge toward making a positive impression.
- Obtain business cards from employers so you can follow up later.
- Take breaks in the Chill Space (Career Center, PUB (Penguin Union Building) 002) if you need to.

After the career fair

- Follow up: Send thank you messages either through mail or email, ideally within two days. Identify who you are and express appreciation for their time. Attach a copy of your resume to stand out from the pile of resumes received during the fair. If you discussed a specific opportunity with an employer that you are interested in applying for, check their website and [Penguin Jobs](#) to submit your application. Meet with Career Services for job search and application support.