

Career Fair Quick Reference



career services
at Saint Paul College

WHAT IS A CAREER FAIR/JOB FAIR?

An event in which representatives from various companies come to campus to recruit employees. Each company has a table where a recruiter provides information about current job opportunities. Students/job seekers can visit the companies that interest them. A chance to learn about numerous options in one place, in the span of a couple of hours.

HOW TO PREPARE

- Create your account on **JobsOnline** (saintpaul.edu/JobsOnline), or via the **Student Login menu** on the college [home page](#).
- Research the companies who will be attending; make notes on who you want to meet
- Upload your resume to **JobsOnline**, and also print out several copies
- Practice introducing yourself: (“elevator pitch”) Your name, program/major, relevant skills and/or areas of interest
- Get your wardrobe ready: business casual or occupation-appropriate uniform

DURING THE FAIR

- Introduce yourself (“elevator pitch”) with a smile
- Offer your resume via print copy, JobsOnline or email later.
- Get contact information or ask for a business card
- Thank recruiters after speaking with them
- Take notes as soon as you walk away from a table (carry a padfolio and pen)

QUESTIONS TO ASK

- The application process
- Who to contact with additional questions
- Required skills
- Further training/education
- Opportunities for professional growth

DO NOT TO ASK: How much will I be paid? What jobs do you have? (You should already know this information from your research.)

AFTER THE FAIR

- Sort through your notes and make a list of follow-up items
- Send a thank-you to recruiters of particular interest (you don't have to follow up with everyone). Reiterate your interest and contact information.
- Complete online applications or send a resume and cover letter to the appropriate contact
- Check in with Career Services with specific questions

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ASSISTANCE IS AVAILABLE

Career Services can assist with:

- Resume / cover letter critique and tips
- Interview prep or practice
- Leads on relevant jobs
- Career fair preparation
- Other career or job search related questions

Room 1320

651-846-1384

Career.Services@saintpaul.edu

Hours: Monday – Thursday: 9am – 4:30pm

Friday: 9:30am-3:30pm

Saturday and Sunday: Closed

By appointment: Call 651-846-1384 or stop by Room 1320 to make an appointment

Online:

- Various online resources available through saintpaul.edu/CareerServices, including the **Job Hunt Action Planner**, which provides a wealth of advice and step by step instructions for navigating all aspects of your job search through short instructional videos, articles, worksheets and examples. It is free to use for up to one year after graduation from Saint Paul College.