

Preparing for the Career Fair

- 1) Clarify your purpose for going to the Career Fair:
 - To look for a job/internship
 - To network
 - To learn about companies, what's out there
 - To practice communication skills
- 2) Develop your resume (one or more depending on your interests)
- 3) Visit the Career Fair website to find out which companies will attend, <http://careerfair.mit.edu/>
- 4) Review company websites, decide which companies you want to target
- 5) Develop a script to introduce yourself to company representatives. Include:
 - Your name
 - Your program at MIT
 - When you will be graduating
 - Your area of interest and how your background relates to that area
- 6) Practice your script
- 7) Prepare your clothing for the day, make sure everything is clean

At the Fair

- First get a map of the floor plan and decide how to proceed, either
 - Visit your targeted companies right away or
 - Try less compelling companies first to warm up, then your targets
- Don't grab giveaways
- Talk to company representatives, don't just walk by them; use your script
- Don't walk up to company Reps and ask "What does your company do?" If you aren't familiar with a company, look at their materials, then approach the Reps
- Make eye contact
- Be enthusiastic, interested, ask good questions about the companies
- Submit your resume to the companies that interest you
- Get contact information for company Reps: business cards are good, or ask for name, title, phone number, email address
- You may meet these Reps again – think in terms of establishing a relationship

After the Fair is Over

Follow up - send a resume and cover letter to the companies that interest you