

Career Fair Tips

MIT Global Education & Career Development Ctr. ♦ 12-170 ♦ (617) 253-4733 ♦ <http://careers.mit.edu>

Preparing for a Career Fair

- Clarify your purpose for going to the Career Fair:
 - Look for a job or internship
 - Network
 - Learn about companies and organizations, explore what's out there
 - Practice communication skills
- Develop your resume (one or more depending on your interests and target industries)
- Visit the Career Fair website to find out which companies and organizations will attend
- Review employer websites to determine which ones interest you most
- Be prepared to talk to an employer about what their company or organization does
- Develop a script to introduce yourself to employers at the fair. Include:
 - Your name
 - Your program at MIT
 - When you will be graduating
 - Your area of interest and how your background relates to the employer
- Practice your script
- 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 and organizations right away or
 - “Warm up” by talking to employers further down on your list, then move on to the ones that interest you most
- Don't grab giveaways
- Talk to employer representatives, don't just walk by them; use your script
- Don't walk up to Reps and ask “What does your company do?” If you aren't familiar with the organization, look at their materials, then approach the Reps
- Make eye contact
- Be enthusiastic, interested, ask questions that demonstrate familiarity with the employer, and interest in assessing whether you are a good fit for each other
- Submit your resume to the organizations that interest you
- Get contact information for employer representatives: business cards are good, or ask for name, title, phone number, email address
- You may meet these Reps again – think in terms of making a good first impression and establishing a relationship

After the Fair is Over

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

Career Fair Tips

Current List of Upcoming Career Fairs: <http://web.mit.edu/career/www/events/careerfairs.html>

MIT Career Fairs

Fall Semester

- **MIT Career Fair** <http://career-fair.mit.edu/> - Sponsored by GSC/SWE/Senior Class in Sept, 200+ employers.

Spring Semester

- **European Career Fair** <https://www.euro-career.com/> - Internships and full-time jobs, primarily in Europe, but also in US/other countries.
- **MIT Taiwanese Career Fair** <http://rocsa.mit.edu/career08/english> – Taiwanese companies recruiting, open to all students.
- **MIT Technology Fair** <http://web.mit.edu/techfair/students/> - Network with leading technology firms and discuss their latest innovations.
- **Tau Beta Pi Career Fair** <http://tbp.mit.edu/careerfair/> – Draws engineering companies looking for full-time positions and internships.
- **Impact Career Expo** <http://web.mit.edu/impact/> – For MIT and Olin College students, discuss opportunities with socially responsible and environmentally conscious businesses and organizations.
- **Civil & Environmental Engineering Career Fair/CEESA** <http://cee.mit.edu/> - Open to both undergraduate and graduate students from the Dept of Civil and Environmental Engineering as well as other departments.
- **Ivy+ eFair sponsored by MIT, Caltech, Columbia, and Cornell** <http://web.mit.edu/career/www/efair/> – Online career fair of internships and full-time positions in a full range of industries. Job listings via MonsterTrak.
- **Career Exploration & Networking Fair** <http://web.mit.edu/career/www/fscw/> – Freshman and Sophomores can network with employers from a wide variety of industries and learn about potential career paths and internships.

Other Career Fairs in the Boston Area

There are many career fairs held outside of MIT that could provide excellent opportunities for both specific jobs/internships and networking. Some examples are included below:

- **Career Connection for Undergraduate and Graduate Students of Color** <http://www.thepartnershipinc.org/convene.html>
- **Boston Career Forum** <http://www.careerforum.net/bos/enevent.aspx> - Japanese-English bilingual job fair for undergraduate and graduate students.
- **Women for Hire Career Fair** <http://www.womenforhire.com/expos/index.asp> – Meet and network with employers recruiting undergraduate and graduate students in a full range of industries.
- **Forum USA** <http://www.forumusa.org/?lang=en> – International networking event for undergraduate and graduate students in engineering, life sciences and business. Meet leading French and international companies.
- **Not-for-Profit Career Fair at Wellesley College** <http://www.wellesley.edu/CWS/volunteer/wcnp.html>- Discover job, internship and volunteer options in the not-for-profit and public service sectors.
- **Career Expo for People with Disabilities** <http://www.eop.com/exporegistration.html> – Includes Fortune 500 companies and government agencies.

Finding Other Career Fairs:

- MIT Careers Office: <http://web.mit.edu/career/www/events/careerfairs.html>
- BU Engineering Career Development Office: <http://www.bu.edu/eng/careers/events/careerfair/>
- Boston College Career Center: <http://www.bc.edu/offices/careers/jobs/strategies/fairs.html>
- Career Fairs in Boston Area: <http://www.carousexpo.com/>
- CareerConferences.com: <http://www.careerconferences.com/>
- Diversity Job Fairs in the US: <http://www.psjjobfair.com/schedule.htm>
- NonProfit Career Fairs: <http://www.idealists.org/if/idealists/en/CareerFair/AllFairs/default>
- Careerfairs.com: <http://www.careerfairs.com/>
- JobWeb.com: <http://www.jobweb.com/careerfair.aspx>
- Do a Google Search for Career Fairs in a particular location or industry