



# Preparing for the Job & Internship Fair



THE CAREER CENTER

## What is the Job & Internship Fair?

A Job & Internship Fair is an event that allows students to meet and network with employers and to discuss potential job and/or internship opportunities. Many employers from a variety of industries attend. Employers choose to attend these events in order to meet and recruit excellent MU candidates and in many cases, recruiters are Millersville alumni.

## Who can attend the Fair?

The Job & Internship Fair is open to Millersville students and alumni. Attending the fair is beneficial regardless of your class year. As a first, second or third-year student, it is a good chance to explore opportunities in your field of interest, as well as ask questions about internships and/or job opportunities. Graduating students commonly attend fairs to seek full-time job positions and actively network with recruiters in their major as well as to ask questions about the job process.

## Why should I attend the Fair?

The Job & Internship Fair provides the perfect opportunity to explore career areas in your selected field of study. It also allows you the chance to practice building your professional networking skills with employers.

### Preparation for the Fair

- Perfect your resume
- Do your research
- Develop an elevator speech
- Dress for success
- Ask questions
- Employer follow-ups

## Objectives

- Enhance your understanding of a career fair and its purpose.
- Become aware of how to research employers.
- Successfully create and deliver an “elevator speech.”
- Learn how to effectively navigate a career fair.
- Enhance your networking skills.
- Recognize the importance of following up with employers.

## What are the benefits of attending a career fair?

- Opportunity to interact one-on-one with employers of interest.
- Practice and enhance networking skills.
- Gain awareness of organizations and positions for which they are recruiting.
- Establish professional relationships and gather contact information from employers.
- Discover a myriad of internship and job opportunities.
- Possibly receive an invitation for an interview.

## Common Misconceptions

- The Fair is not for first and second year students.
  - This is not true as it is never too early to start looking into your future career. This is the perfect opportunity to explore career areas in your field of study, as well as begin building up your network.
- You should leave the fair with a job/internship secured.
  - This is also not the case. This is a rare occurrence, and the most important thing about the fair is leaving with the knowledge of who is hiring and for what positions.

## Do's & Don'ts for the Fair

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| <ul style="list-style-type: none"><li>• <b>Do:</b><ul style="list-style-type: none"><li>-Be respectful</li><li>-Ask questions</li><li>-Take notes</li><li>-Dress professionally</li></ul></li></ul> | <ul style="list-style-type: none"><li>• <b>Do Not:</b><ul style="list-style-type: none"><li>-Use your cellphone during the event</li><li>-Ask an employer “what do you do?” or “what do you have for me?”</li><li>-Interrupt an employer’s conversation</li></ul></li></ul> |
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## Before the Fair

1. Create a strong resume
  - Utilize The Career Center for resume feedback
    - Schedule an appointment via Handshake with a Career Center staff member.
    - Email your resumes as a word document to [careers@millersville.edu](mailto:careers@millersville.edu)
    - Stop in during drop-in hours
  - Print out multiple copies that you can bring with you to the fair.
2. Develop an Elevator Speech
  - Create a short speech that includes your name, a brief overview of your skills and any important questions that you may have for the employer.
  - Practice your speech so that you sound comfortable and confident.
3. Research employers that are attending the fair
  - Identify which employers you would like to talk to before you enter the fair.
  - Do some research on the specific companies in which you are interested, so you have some background on the positions for which they are recruiting .
4. Dress for success
  - Make sure you wear clothing that is appropriate and professional when you attend the fair.
  - Part of your professionalism is in how you look, so avoid casual attire.

## During the Fair

1. Turn your cellphone off as to prevent distractions while you talk to employers.
2. Ask thoughtful questions and take notes to show your interest in their company.
3. Request a business card or contact information from the employer representative.
4. Be confident
  - Make eye contact, use a firm handshake, smile, and be engaged when conversing with employers.

## After the Fair

1. Follow up with employers by sending them a thank you email.