

Top Tips for Career Fair Success

What To Do

- Update your résumé and laser print multiple copies on high quality résumé paper. Free résumé paper is available in CASNR's Student Success Center , 103 Ag Hall.
- Order your student business cards through OSU Career Services under *Job Search Supplies* at www.hireosugrads.com and take several with you to the career fair.
- Know which organizations are attending the career fair ahead of time. Organizations participating, their recruitment preferences and links to their websites may be found at www.casnr.okstate.edu/events. Identify those with whom you would like to visit and go to their websites to learn more about their organizations.
- Research and speak with organizations you have not considered before to avoid missing out on potential opportunities. You never know when employers known for involvement in one industry may have other business interests in different industries. For example, a timber company may also own a golf course, or a food company may also own a biofuels plant.
- Develop a list of questions you would like to ask employers and practice asking those questions. Don't expect representatives to tell you everything about their organization; they will assume you have done your research and already know the basics. Instead, based upon your research, ask engaging questions about their full-time and/or internship positions, the organization's goals and activities and the people associated with the organization. Be conscientious, however, not to monopolize a representative's time.
- Carry your résumés, questions and business cards in a professional-looking portfolio, and leave your backpack and other unnecessary materials elsewhere. The exhibit area and employer spaces will be crowded and you don't want excess baggage to impede your ability to shake hands, navigate the crowd, or give the appearance of disorganization, if you find yourself fumbling in a backpack bag to pull out your résumé or business cards.
- Introduce yourself with confidence, give a firm handshake, smile, be enthusiastic and make eye contact.



- Listen to what the employer has to say.
- Be polite and appreciative; say “please” and “thank you.”
- Always offer your résumé, but don't be offended if an employer turns you down. Some employers only accept résumés and applications on-line. Offer these employers one of your student business cards instead.
- Get a business card from every contact so that you can follow up after the career fair. Take notes on the back of each business card about when and where you met as well as specific topics of conversation.

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What To Wear

- Present a good image; dress nicely and be well-groomed. Business professional dress is ideal, but business casual is acceptable, as employers realize you will be attending the career fair between classes.
- Business Professional
Men: Suit or sport coat and slacks, dress shirt and tie, polished dress shoes/boots
Women: Suit (skirt or pant), dress blouse, polished dress shoes and hose



- Business Casual
Men: Dress slacks, dress shirt or polo-style shirt, clean shoes or boots
Women: Dress slacks or skirt worn with hose, conservative blouse or sweater, clean, closed-toed shoes or boots



- What NOT to Wear: Jeans/denim; sweatshirts, t-shirts or tank tops; hats; sandals or flip flops; anything stained, worn, wrinkled or holey