

Syracuse University

School of Information  
Studies

# Pre-Career Fair Checklist

Career Services

*114 Hinds Hall*

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# Resume

# Update, Review, and Print

- 1. Upload your resume to Handshake and review it with an iSchool Career Counselor**
- 2. Make appropriate changes**
- 3. Learn the content of your Resume!**
  - a) Be prepared to cite aspects of your resume to an employer without needing to reference it too much.
- 4. Print approximately fifty copies of your resume!**
  - a) You will need your paper copy to reference while you speak to employers and give to employers when they are accepting them.

*When talking to employers, be specific about your impact in your previous experiences!*

# Career Fair

# Know yourself, Know your Employers

- 1. Handshake allows you to view all employers who have been approved to attend the Career Fair; Learn them!**
- 2. So that you can reference what they do or need with YOUR skills and interests, make sure you know:**
  - a) Their line of business
  - b) Products
  - c) Location
  - d) A fact (research, products, initiatives, current news, etc.) that you find interesting that you can connect to when speaking to the employer
- 3. Ask questions!**
- 4. Develop and practice your elevator pitch; Keep it short and sweet.**
  - a) This is a 2 minute or less quick summary about your specific skills and interests that are relevant to the employer as you understand it.
    - a) Include your name, major, year in school, relevant credentials and career goals.
    - b) Make sure to end with a question of what opportunities are available relevant to what you've just pitched.

*Keep it simple!*

# Pro Tips

## 1. If you see a long line, skip it.

- a) Let's get you to as many employers as possible. There are typically over 100+ employers, you should be able to see more than half of them.

## 2. Know what the employer is looking for.

- a) If an employer is only looking to fill full-time positions, they are probably looking for Seniors. If you are a first-year student, you might want to learn how you can fit with the company in the future.
- b) Read the signs. Career Fair organizers and employers will try to post as many signs as possible to help indicate what types of students a specific employers is looking for.

## 3. Take notes!

- a) You should always bring a padfolio when you can to present yourself as professionally as possible.
- b) Try writing on a business card to remember what you talked about with each employer
- c) Try keeping a single resume copy for yourself to make notes on when interacting with employers as you move through the fair.
  - a) Each employer might have a different skill or aspect of your resume they were interested in. Keep track of these so that you can make sure your future resume looks more like they would like it!

*Stay focused!*