How to Prep for a Career Fair

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Career Fair Prep Steps

- Resume
- Research and Strategize
- Create Introductions
- Logistics & Attire

Learning Outcomes:

•Understand how to engage at career fairs, employer info sessions, and industry events.

•Prepare effectively for career fairs, including researching employers and preparing questions.

•Know how to follow up with employers after a fair or event to express interest and reinforce fit.

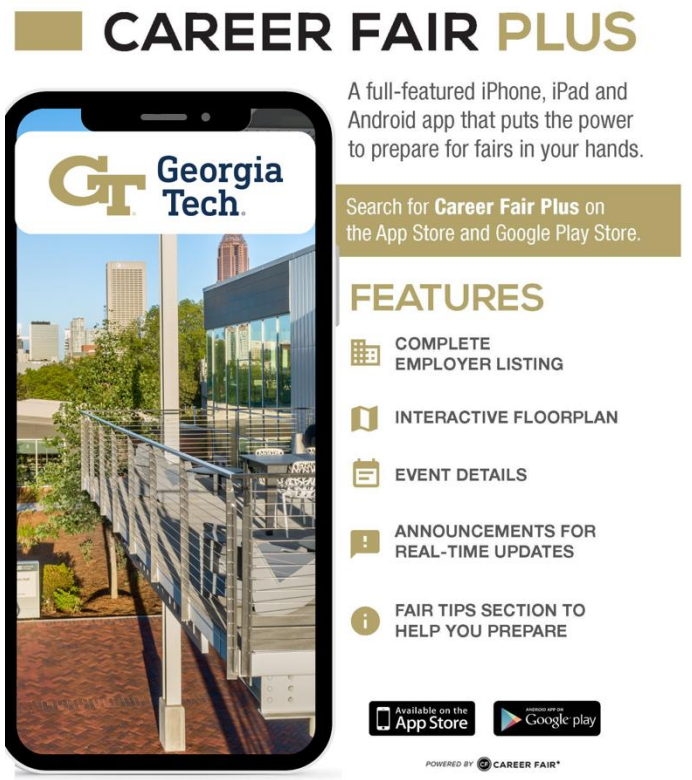
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Georgia Tech Fall All-Majors Career Fair

Check **CareerBuzz** for the dates of this semester's All Majors Career Fair and download the **Career Fair Plus App** to see the list of employers and a map for each day.

[Click to Download from Google Play Store]

[Click to Download from App Store]



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Resumes

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What is the purpose of a resume?

1. Answer basic questions recruiters have (grad. date, major, skills)
2. Shows what you're good at, experiences and relevant skills
3. Highlights both technical and essential skills
4. Contains keywords and only noun and verb phrases to facilitate a quick scan by a recruiter *(reportedly, ~6 seconds)*
5. Provides sections of information in reverse chronological order to show highest levels of achievement first

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Resume Sections

Common Sections & Ordering	Additional Sections
1. Education	Study Abroad
2. Experience*	Relevant Coursework
3. Projects**	Honors & Awards
4. Research	Objective
5. Involvement	Summary of Qualifications
6. Skills***	Additional Information

- *Experience section moves down until you have relevant internships/co-ops, etc.
- **Projects are often listed after education for first and second-year students
- ***Note that section ordering can vary depending on your audience/career goals; students in technical majors often list skills after Education
- You may include high school information on your resume until sophomore year
- Body font no smaller than 10pt & .5 – 1" margins
- Do not use the word "I" or paragraphs
- Leverage strong action verbs & use these to start your bullets
- Save as FirstNameLastNameResume.pdf (LauraGarciaResume.pdf)
- Students seeking creative careers may use colors and unique formatting to appeal to their industry, but most should not
- Use the job description as your guide and incorporate job description language



Buzz Jacket
123 Georgia Tech Station, Atlanta, GA 30332
(555) 237-3947 | buzz.jacket@gatech.edu
www.linkedin.com/in/buzzjacket

EDUCATION

Georgia Institute of Technology (GT), Atlanta, GA — May 20XX
Bachelor of Science in Industrial Engineering; GPA: (once you have it)

Oak Lake High School (OHS), Columbus, OH — May 20XX
Summa Cum Laude; Cumulative GPA: 4.12/4.00

PROJECTS

Habitat for Humanity Foundation, *Youth Leadership Committee*, Hilliard, OH — August 20XX – May 20XX
- Developed a marketing and social media campaign for an annual 5K race; personally raised $2,500 as measured by click rate
- Created a project management plan which serves as a template for future Youth Leadership Committee members
- Led a team of 8 individuals in a variety of fundraising initiatives to assist children with life-threatening medical conditions

WORK EXPERIENCE

Fresh Springs Family YMCA, *Camp Counselor*, Cincinnati, OH — Summers 20XX & 20XX
- Conducted age-appropriate sports activities for groups ranging from 15-20 children at a time
- Promoted to lead counselor after one summer and trained over 15 incoming staff

Oak Lake High School, *Algebra 1 Tutor*, Columbus, OH — July 20XX – January 20XX
- Successfully prepared 15 students for the Algebra EOC exam; 15 out of 15 passed
- Developed weekly interactive activities to aid student learning

LEADERSHIP

Career Fair Committee Member, **Suit Up Professional Preparation (GT)** — May 20XX – May 20XX
- Planning a spring 20XX mock career fair in coordination with the Georgia Tech Career Center; 250+ average participants
- Engage in weekly meetings to identify employer volunteers, plan marketing efforts, and other logistics

President, **National Honor Society (OHS)** — May 20XX – May 20XX
- Led weekly meetings, and organized 150 student leaders in various support roles
- Cooked for five Ronald McDonald House family members monthly

President, **Mu Alpha Theta (OHS)** — December 20XX – May 20XX
- Restarted club for high-achieving math students to compete in local and statewide competitions
- Scored the highest on three tests within the club
- Raised over $500 for math tournaments and trips for the future club

SKILLS

Technical: MATLAB (intermediate), Python (intermediate), Tableau (basic)
Languages: Chinese (intermediate), Spanish (intermediate), English (native)
Concepts: Optimization, Differential Calculus, Integral Calculus, Statistics, Chemistry
Additional: CPR and First Aid certified

HONORS & INTERESTS

Honors: — May 20XX
- Recipient of Graduation of Mathematics Award, Citizenship Award, Never Quitting Even Against All Odds Award
- AP Scholars Award

Interests: Statistical Analysis, Problem-Solving, Basketball, Creating Innovative Ideas

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Resume Examples

Name (14pt-18pt font)

City, State • Professional Email Address • Phone Number • Portfolio, Website, or LinkedIn Address (Optional)

EDUCATION

Georgia Institute of Technology (GT) — Atlanta, GA
Bachelor of Science in Major — Month and Year Received/Expected
Concentration, Second Major, Minor, Emphasis — GPA: once you have it
Academic Awards & Scholarships(optional)
Relevant Coursework (optional)

High School Name (HS) — City, State
GPA, Honors and Awards (optional) — Month and Year Received/Expected

PROJECTS

Name of Project — City, State
Name of Course — Month and Year Range

- Include 2-3 bullet points describing your project and incorporate skills that you leveraged.
- Projects can be self-driven or come from your courses.
- Highlighted projects are generally focused on your major or an area relevant to the job you are seeking.

WORK EXPERIENCE

Name of Company — City, State
Job Title — Month and Year Range

- Include 2-5 bullet points demonstrating skills you have gained through this position that relate back to the job description. Emphasize accomplishments over day-to-day tasks.
- Place an action verb at the beginning of a bullet point statement to make the statement impactful.
- Use quantifiers such as numbers, money amounts, or percentages whenever possible.

CAMPUS & COMMUNITY INVOLVEMENT

Your Title (if applicable), *Club/Organization Name* — Month and Year Range

- As an option, add 2-3 bullet points to describe your role in the organization. Focus your contributions to the organization and quantify whenever possible.
- Pay attention to tense of your verb- use present or past tense to describe your action. Be as consistent as possible when formatting.

SKILLS

List skills in order of what most pertains to your field. Skills can include language, technical, or laboratory.

Skill 1	Skill 2	Skill 3
Skill 4	Skill 5	Skill 6

HONORS AND AWARDS

Name of Honor/Award/Grant — Month and Year Received
Name of Honor/Award/Grant — Month and Year Received
Name of Honor/Award/Grant — Month and Year Received

First Last

1234 The Road, Atlanta, GA 30332, (123) 456-7890, email@gatech.edu

EDUCATION

Georgia Institute of Technology, Atlanta, GA — May 20XX
Bachelor of Science in Mechanical Engineering
Honors Program

May 20XX

Charlotte Country Day School, Charlotte, NC
High School Diploma, Summa Cum Laude
GPA 4.33/4.00
National Merit Commendable Scholar, AP Scholar with Honors, Charles Bodine, Jr. Mathematics Award

PROJECTS

Collaborative Independent Study to Make PC Game, Charlotte, NC — August 20XX - January 20XX
Exploration of collaboration on a large programming project

- Used Monogame and C# to code a tile-based game while collaborating in Team Foundation Server
- Fulfilled requirements for completion predetermined by faculty

Windows Store Application, Rock Hill, SC — May 20XX - August 20XX
Creation of Quadrulate, an app to calculate the quadratic formula quickly and easily

- Used XAML and C# to calculate the quadratic formula while fulfilling design guidelines
- Given a 9/10 review by a third-party reviewer and downloaded in over a dozen countries

EXPERIENCE

Internship, Cheatam Communications, Rock Hill, SC — May 20XX- August 20XX

- Observed interactions between Internet of Things startups and their investors
- Co-created a nonprofit designed to coordinate STEM opportunities in the region and state

Job Shadow, Geographic Information Systems of Rock Hill, Rock Hill, SC

- Interacted with ESRI's ArcGIS software and an accompanying database
- Coded Python scripts that currently backup Rock Hill's geographic data nightly

RESEARCH

Research Assistant, UNC Charlotte, Charlotte, NC — May 20XX - August 20XX
Synthesis and characterization of 9 never-before discovered indium complexes

- Tested ligands that can be used to combat Wilson's disease and make new antibiotics
- Published research findings in the Journal of the American Chemical Society

LEADERSHIP

Catalyst Student Ministry Leader, First Baptist Fort Mill, Fort Mill, SC — August 20XX - present

- Mentored 10+ middle school students during weekly small group
- Organized summer day trip for over 25 high school students

September 20XX - September 20XX

Steering Committee Member, Rolling in Rock Hill, Rock Hill, SC

- Helped paint homes for the elderly and disabled free of cost
- Served on the steering committee to assist with site planning and volunteer coordination

SKILLS

Programming: Java, C#, XAML, XML, Python, Monogame, Team Foundation Server
Concepts: Object-oriented programming, Data structures, Computer organization & programming, Linear algebra, Multivariable Calculus, Discrete mathematics
Instrumentation: NMR spectrometer, IR spectrometer, vacuum lines
Language: Spanish (intermediate), English (native)

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Resume Writing Tips

In a recent survey of GT employers, 83% prefer a 1-page resume.

1. Be concise and focus on quality over quantity. A 2-page resume can be used as you gain more experience, but undergrads should be able to prioritize experiences to limit a resume to one page.
2. Your resume is how you market yourself. Every word takes up real estate. Never use complete sentences, focus on 'I did X that resulted in Y.'
3. Avoid standing out with fonts, formatting, or colors. You want them to easily locate relevant information in a familiar format.
4. Expand your experience but remember to focus your resume on exposure, not just expertise.
5. Tailor your resume content for specific industries, as needed.
6. For more tips check out the Resume Guide and examples on the website that you can download and edit to add your experience

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Prepare and Strategize

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Get Ready To Shine

Do Your Research

- Research company business model/mission
- Identify the company's client(s)
- Examine outcomes, services, goods produced
- Analyze all tools/skills used by company
- Make notes about similarities between you/them

Plan Your Approach

- Make a target list of companies (in priority order) that you want to speak with
- Include notes on what job(s) they have posted
- Think of relevant questions you can ask to make yourself stand out
- Be sure you have resumes tailored for the industry(ies) of each company

Prepare Yourself

- Printed copy of resumes
- Paper/Pen/Notes
- Pad folio/Folder
- Dress the part, head to toe
- Don't speak in paragraphs

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How to Talk to a Recruiter

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Two Components of Your Introduction

Goal: Make a good first impression and communicate your skills and experience that make you someone worth remembering

Part I: Initial Greeting

Should share some information about you, but only a low-level sales pitch. Good for career fair.

1. Name, Major, Year
2. Brief explanation of interest/skills related to major OR the industry where you are hoping to work
3. Brief request:
    1. "Interested to learn more about opportunities at _____." (company name)
    2. "Interested to learn more about _____." (position you know they are hiring for)
4. Together:

"Hi, my name is First Last and I'm a sophomore Computer Science major. I am interested in [company name] because I've used Java and JavaScript extensively through my internship and I'm looking for opportunities to apply those skills in a larger setting. Can you tell me more about the [name of position] you are hiring for?"

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TMAY (Tell Me About Yourself)

Part II – Response

More thorough, when asked to introduce yourself or asked a follow up after initial greeting (skip any items you've already shared). Should be approximately 60 seconds in length.

1. *[Assume you've already shared your name, major, year in greeting.]*
2. Explain why you chose your major OR why you are interested to work in [____ field]
3. Technical skill, illustrate how/why/what you've done with it
    1. In my internship with [company name], I .....
    2. Through a class project to create an app, I....
4. Essential skill, illustrate how/why/what you've done with it
    1. I'm someone who enjoys communicating technical information. Through my role as team lead during a project with [group/org name], I presented technical reports to supervisors monthly.
5. DISTILLATION: Describe yourself with a pair/trio of skills:
    1. I can use ____ with ____ and ____, which means...
6. Ask what the company has available for someone with your skillset (subtle approach) OR state your interest in discussing your candidacy for a particular role (direct approach)

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A Few "Talking" Points

1. When delivering responses, think of yourself as a storyteller.
2. Read their tone, and try to reflect it (formal for formal, semi-casual for casual)
3. Be personable, but professional
4. Remember these are conversations
5. Don’t stick so closely to a script that you sound robotic The contents are what matter, not the phrases you use
6. PRACTICE, PRACTICE, PRACTICE. It’s ok if your wording varies, just be sure you can articulate your points
7. Focus on connecting and building relationships with the people you engage with.

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Sample Questions

What are the characteristics of an ideal candidate?	Appropriate
What jobs are you offering?	It Depends*
What type of training or support do you provide a first-year employee?	Appropriate
What is the salary for this position?	Inappropriate
What benefits do you offer?	Inappropriate
What is the company/organization culture like?	Appropriate
What do you enjoy most about working there?	Appropriate
How big is your company? Organization?	Inappropriate
May I contact you with further questions?	Appropriate
What do I need to know about the application process?	Appropriate
Are there some specific skills, work experience or educational background that can make me more competitive for the _____ (position name)?	Appropriate

*Is this information published anywhere? Have you already checked CareerBuzz/CareerEco, their company website, and looked at their booth and/or marketing materials?

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Stay in Touch and Build Relationships

1. Ask for and write down names/titles/emails during conversations
2. Use a three-sentence model for your note (in your own words)
    1. Thank the person for their time and remind them the specifics of your conversation.
    2. State “As we discussed, I am very interested in this position because I have ___, ___, and ___, which fit well with your needs.”
    3. Finish with brief good will sentiment, “Hope to hear from you soon”
3. Send it within 24 hours

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Logistics and Best Practices

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Strategize & Plan Ahead

- Create a prioritized lists of employers. Don't go to your top one first so you warm up with someone else lower on your list.
- Ask professors if you can attend other sections of class (if offered) in order to spend more time at the fair.
- The fair has different employers each day, try to make arrangements to attend both days.
- Dress to impress! Take advantage of **Campus Closet** if you don’t own business professional clothing.

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Campus Closet



How it Works

- Make a Reservation to visit the Campus Closet
- Come see us on your scheduled appointment day & time.
- Rock that business attire!

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Business Professional Attire





Day-of Logistics (All-Majors Fair)

- Check-in: bring your Buzzcard
- No Backpacks allowed: bag check will be available in Exhibition Hall
- Map: Found in the Career Fair Plus App
- Student Information Desk for last minute questions/advice

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General Etiquette

- Don’t linger after conversation is over
- Don’t interrupt an employer and another student
- Wait your turn (lines WILL form)
- Turn your cell phone on silent
- Smile and show enthusiasm
- Come early, if possible
- Don’t pick up too many freebies
- Be professional and confident!



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Questions?

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Connect with the Career Center

Website: career.gatech.edu

Email: careercenter@gatech.edu

Phone: (404) 894-3320

Fill out the workshop evaluation:



Appointments: Schedule through CareerBuzz

Drop-in Hours: 1 — 3pm, Mon– Fri

Bill Moore Student Success Center Basement Festival Level lobby fall & spring semesters when classes are in session

@GT_Career_Center

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Jacket Job Ready Challenge

What does it take to get the job of your dreams?

How can you be the student that every top employer wants to hire?

Jacket Job Ready can help.

1. Participate in 5, 10, or 15 workshops/activities
2. Submit a completion form
3. Enjoy your benefits!



BRONZE

*Digital Certificate

5 Activities



SILVER

*Access to All Majors Career Fair 15 minutes early

*Digital Certificate

10 Activities



GOLD

*Access to All Majors Career Fair 30 minutes early

*Digital Certificate

15 Activities

Submit your activities @ career.gatech.edu/jacketjobready

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Appendix

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Career Center – Who We Are

The **Undergraduate Career Education Team** assists undergraduate students through daily drop-in hours (fall and spring semesters when classes are in session), 1:1 advising, workshops, webinars, and industry programming.

The **Graduate Career Development Team** provides specialized programs, advising, and services for master's and PhD students. They manage the Graduate Internship program and collaborate with the Undergraduate Career Education team for drop-in hours.

The **Undergraduate Co-op & Internship Programs** team manages the Co-op and Internship programs, including registration of these experiences. For more information on how to register co-ops or internships, see the Career Center website.

Undergraduate Career Education


Jacob Bratcher


Tiana Knight


Camille Liverpool


Laura Garcia


James Stringfellow


Davia Woulard

Graduate Career Development


Megan Elrath


Ariel Gladney


Catharine Groover


Christina Hall


Gaeun (Gwenn) Seo

Undergraduate Co-op & Internship Programs


Joe Barnette


Iteeah Pounds


NeKenjie Tarver


David MacNair

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How We Can Help

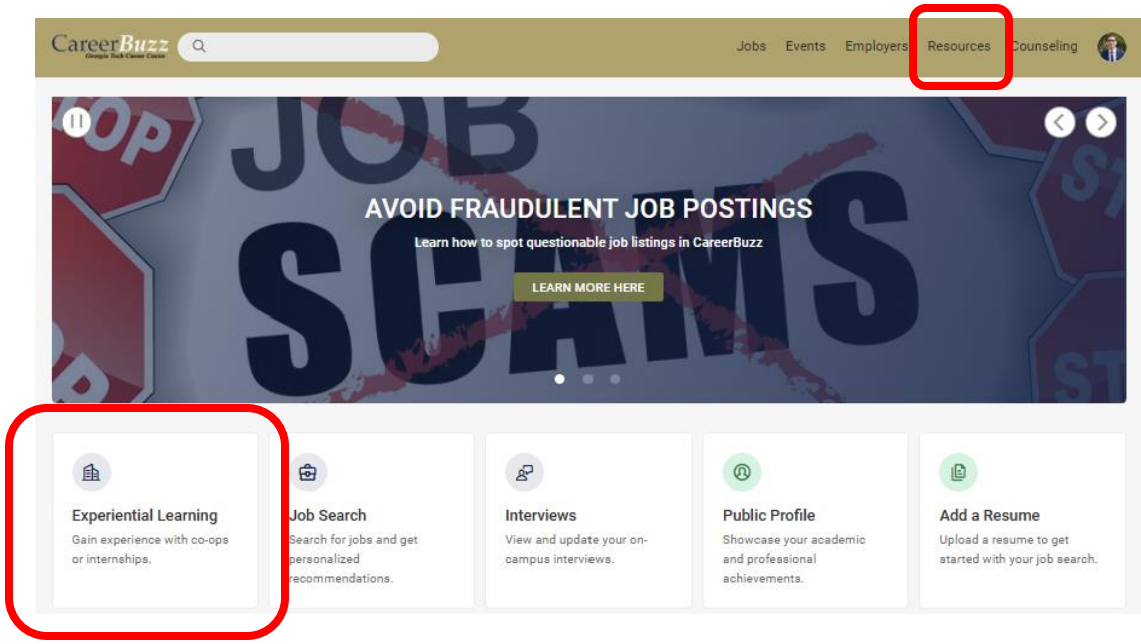


Experiential Learning Application & Registration

Students will appear unqualified for internships & co-ops in CareerBuzz until they complete the Applicant Type requirement by filling out the Experiential Learning Application.

Set your Applicant Type & Experiential Learning Application

- Log into CareerBuzz
- Click the Resources tab and then select under My Quicklinks: **START HERE to Gain Access to to Co-ops and Internships, "Set Applicant Type"**
- Watch the video, complete the application, and click submit
- Allow 1-2 business days for approval



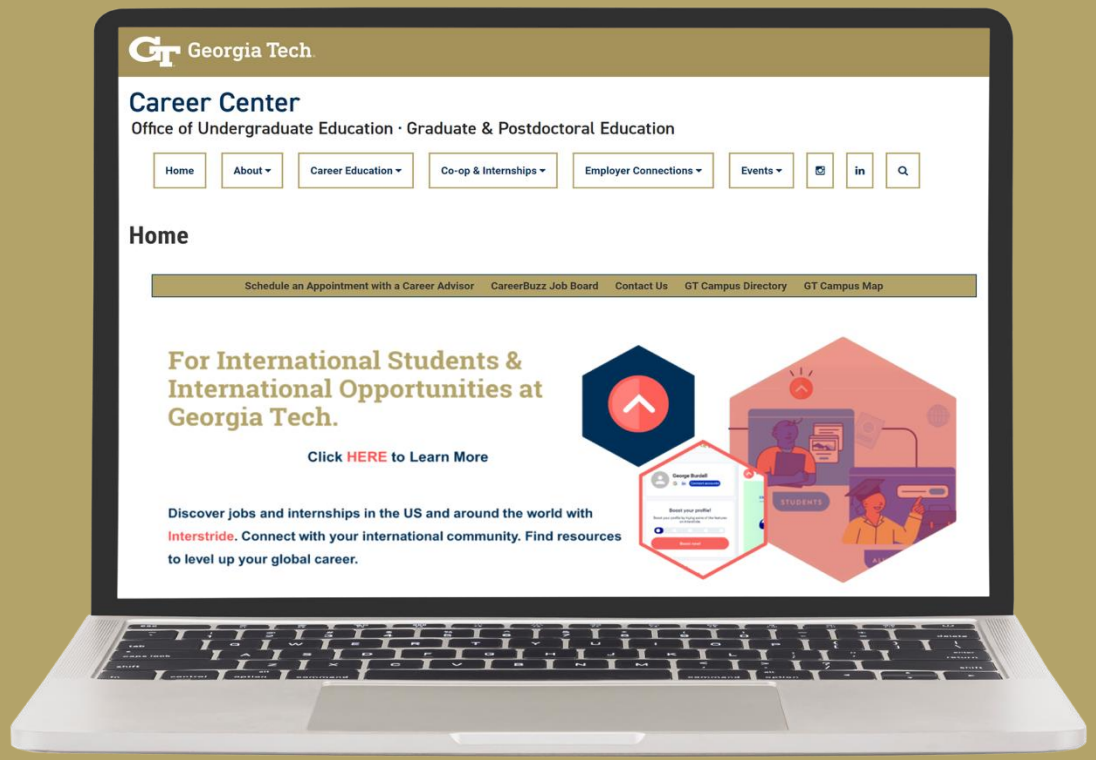
- Once access is approved, students will see an "**Experiential Learning**" tab they can click on their home page to register their experiences: co-op (undergrad) or internship (grad & undergrad)

- Once students secure an internship/co-op, their offer letter should include start & end date, # of hours working weekly, & work location – see links below for additional information

https://career.gatech.edu/steps-for-registering-your-co-op-or-internship/

https://career.gatech.edu/graduate-internship-program/

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CAREERBUZZ: 24/7 PORTAL TO CAREER SUCCESS AND SUPPORT

****ONLY GT students & alums have access****

- Apply for job opportunities and register co-ops and internships
- *Students must complete an experiential learning application to apply to co-ops and internships*
- Set up job search agents to email jobs that match your search criteria
- Schedule interviews with employers
- Post a resume to be visible to employers
- Be the first to hear about career events
- Schedule appointments to meet with career advisors