

# HOW TO PREPARE FOR UCS CAREER FAIRS



## PREPARING FOR CAREER FAIRS



- Check University Career Services' (UCS) website to find list of organizations attending (<http://careers.unc.edu/>)
- Target organizations in your field and begin research via web, UCS, library, etc.
- Develop list of your skills and accomplishments
- Practice discussing your skills with friends
- Develop a three-minute introduction (This will vary depending on year in school/career goals, but usually includes name, year in school, major, graduation date, career interests)

## DAY BEFORE THE CAREER FAIR

- If you have a resume, make multiple copies to distribute
- Practice your three-minute introduction
- Review list of top organizations and organization information
- Decide what to wear and set it aside (Seniors/Graduate Students: Professional attire--suit, tie, dress shoes, etc. Underclassmen: Business casual--slacks, shirt; blouse, dress)
- Get plenty of sleep!

## DAY OF THE CAREER FAIR

- Check in with UCS at the student registration table
- Pick up a map of organizations and plan your day
- Be enthusiastic and be ready with your three-minute introduction
- Collect business cards from all of the representatives you meet

## FOLLOW UP AFTER THE CAREER FAIR

- Send thank you letters to all of the representatives you spoke with
- Prepare for formal interviews by registering with UCS.
- If necessary, schedule informational interviews to conduct further career exploration