

# WORKFORCE FAIR

## JOBS, INTERNSHIPS, and GRADUATE SCHOOLS

### MAKING THE MOST OUT OF YOUR WORKFORCE EXPERIENCE

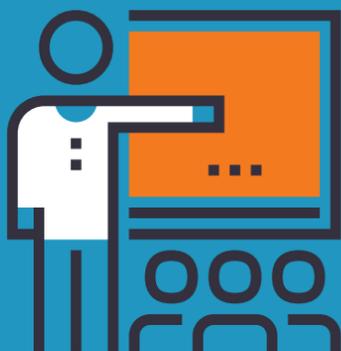


#### 1.) RESEARCH & PLAN YOUR STRATEGY

When the guidebook is accessible, look through to see which companies and graduate schools are attending. Review their websites to see who interests you and create a list of companies or graduate schools you need to visit. Write down questions you want to ask the representatives and the booth numbers so you can easily find them on the map.

#### 2.) FINALIZE YOUR RESUME

Create or update your resume so it accurately represents your skills and achievements. Include a focused objective, which may mean you bring two or more versions of your resume. Have your resume reviewed by your Career Services Office. Bring enough copies to share with employers at the fair.



#### 3.) PRACTICE YOUR COMMERCIAL

Be able to introduce yourself and express your interests and qualifications. Prepare a 1-minute commercial that highlights relevant information, which may include internships, projects, student organizations, etc. Practice with a friend, family member, or Career Services professional. Remember to practice your handshake too!

#### 4.) COORDINATE PROFESSIONAL ATTIRE

Select an outfit with accessories that you would wear going to an interview. Make sure it is pressed and polished. Have a notebook portfolio to carry your items. Wear professional and comfortable shoes as you will be waiting in lines and moving through crowds. If you do not own professional attire, go borrow or buy it! Visit a local second-hand store for affordable options.



#### 5.) BE PREPARED AND APPROACHABLE



Bring your smile, positive attitude, and energy to the fair. Be confident in your skills and abilities. Be enthusiastic in selling yourself, and take initiative to engage in meaningful conversations with representatives. Ask for a business card so you may follow-up, connect on LinkedIn, and send a thank you. Offer your resume, and shake the representative's hand when you end the conversation. Remember to have fun!



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Need help preparing for WorkForce? Contact your Career Services Office.