



# School of Journalism and Mass Communication

UNIVERSITY OF WISCONSIN-MADISON

## PREPARING FOR A CAREER FAIR

### WHAT TO DO - BEFORE THE FAIR

Review the list of employers attending, read the employer descriptions, and visit the employer's website. Think about what interests you the most about the employer and what skills you have that match their open positions.

### WHAT TO WEAR

Women: A suit or dress slacks and blouse, comfortable shoes

Men: A suit or dress slacks/khakis with a button down shirt and tie, dress shoes

Try on your clothes in advance to ensure that they're neat and clean.

### WHAT TO BRING

Your ID Card

Copies of your resume on nice paper

A professional folder to carry your resumes and the business cards you collect

A notepad

CONFIDENCE!

### WHAT TO DO - AT THE FAIR



Practice at a company that is not your #1 choice, introduce yourself, be enthusiastic, tell them what you're looking for and why they interest you. Ask them a question (or two!) and thank them for their time.

### WHAT TO DO - AFTER THE FAIR

Send a thank-you note (either handwritten or email) and include a key detail about your conversation.

Connect with the employer on LinkedIn 

Follow through if there's something you need to do.