

25th Annual Career Day

Pacific Union College

Making the Most of Career Day

Career Day is an opportunity to explore careers, obtain employer information, and establish contacts. Over 50 career consultants and employers come each year to Pacific Union College to talk with you about their professions. Career consultants enjoy the opportunity to increase student awareness about their organizations, and to identify potential candidates for future hiring needs. Make the most out of this Career Day by coming **prepared** to interview these career professionals.

BEFORE THE CAREER FAIR

- Define your goals: making contact for future job search or internships, seeking information about organizations, making initial contacts, or practicing communication skills with employers.
- Come prepared with at least 20 copies of your updated resume and review the list of career consultants.
- Explore all of your options and come to the fair prepared to briefly answer questions from consultants regarding your career goals.
- **Prepare a self-introduction and a list of questions to ask the different organization representatives.**
- Dress appropriately. First impressions count! While campus attire is acceptable for the career fairs, it would be safest to at least dress in business casual.

AT THE CAREER FAIR

- Allow yourself adequate time. When you arrive take time to review the fair directory and locate the career consultants you want to meet.
- **RELAX!** Introduce yourself, establish eye contact and present a firm handshake. Have your resume ready to give to the consultant.
- Remember to keep your energy high for each consultant. Although you may have just shared the same information, the information you share are new to this professional.
- Plan to take the lead in the conversation and be prepared to discuss your skills, interests, background, and career goals.
- Ask the representative for a business card. Be courteous and know when it is time to end and offer a polite closure when the conversation has ended.

AFTER THE CAREER FAIR

- Make notes about organizations and employers while it's still fresh in your mind.
- Follow-up with thank you letters to recruiters that were particularly helpful and organizations with whom you would like to pursue a relationship.
- Set-up a system to track follow-up activities (i.e. file cards, career journal, etc.).

PUC Career and Placement Resources

A passion for your success

Leticia Russell | lrussell@puc.edu | 7080