

# CAREER EXPO / EDUCATION CAREER FAIR

Wednesday, February 27, 2019  
12:00 – 3:30 pm

Springfield EXPO Center  
635 E. St. Louis Street  
Springfield, MO



DOWNLOAD "THE FAIRS APP"  
FREE FOR YOUR SMARTPHONE.



**BEFORE**

- Review the list of participating employers. Research companies.
- Have your résumé reviewed at the Career Center.
- Make plenty of copies of your résumé on quality résumé paper to give employers.
- Bring a padfolio or folder to carry documents. Leave bulky bags at home.
- Dress professionally (no jeans). Business casual attire is appropriate for this career fair. Avoid clothing that is too casual or revealing. Wear polished and comfortable shoes.
- Prepare a 30-second commercial to introduce yourself. Be able to describe your career interests, accomplishments, and experiences.
- Visit the website for information on résumés, interviewing, professional attire, and more.

**DURING**

- Arrive early. Aisles may be crowded and employer booths may be busy. If you wait to appear at the end of the event, you may find that some employers have left.
- Check in to receive your name tag and information.
- When introducing yourself, smile, offer a firm (but not crushing) handshake, 30-second commercial, and questions to start the conversation.
- Collect business cards for follow-up, and if you are interested in that company, ask what the next step is in the application process.
- Be open to new possibilities. Just because you have never heard of a company doesn't mean it doesn't have opportunities for you.
- Show confidence and independence by approaching employers individually.
- Have a professional photograph taken for your social media profiles. Photographers will be available to take headshots, which may be purchased for \$5 from Photographic Services.

**AFTER**

- Within a couple of days after the career fair, write a thank-you letter to employers.
- Include the name of the university you are from and when the career fair was.
- State something specific you discussed with that person and reiterate your interest, explaining why you would like to work for their company. If you are sending an e-mail, attach your résumé.

SCAN FOR MORE  
INFORMATION



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