

# ***Baker College Job & Internship Expo***

## **5 Things to Take to the Career Expo**

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1. **Copies of your resume**  
Be sure it represents your knowledge, skills, and abilities effectively.
2. **A smile, a strong handshake, and a positive attitude**  
First impressions are important. Approach an employer, smile, and offer your hand when you introduce yourself.
3. **A 30-second "sales pitch"**  
Hand the recruiter a copy of your resume and be prepared to expand on it quickly! Share basic information about yourself and your career interests.
4. **Information about the organizations which will be attending**  
Gather information as you would for a job interview. To maximize the brief time you have with each employer, you need to know how your skills and interests match their needs. And don't just concentrate on the "big names." There are often great opportunities with companies with which you are not familiar.
5. **Energy!**  
The Career Expo requires you to be on your feet moving from table to table for an hour or more. Since at each table you meet someone new, be as refreshed as possible!

## **5 Things Not to Do at the Career Expo**

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1. **Don't cruise the booths with a group of friends**  
Interact with the recruiters on your own. Make your own positive impression!
2. **Don't carry your backpack, large purse, or other paraphernalia with you**  
Carry your resume in a professional-looking portfolio or a small briefcase works well. It will keep your resume neat and handy, and gives you a place to file business cards of recruiters that you meet.
3. **Don't come dressed for rugby practice (or any other extremely casual activity)**  
The Career Expo is a professional activity—perhaps your first contact with a future employer.
4. **Don't "wing it" with employers**  
Do your homework! Research the companies just as you would for an interview. You'll be able to focus on why you want to work for the organization and what you can do for them.
5. **Don't come during the last half hour of the event**  
Many employers come a long distance to attend the fair and may need to leave early. If you come late, you may miss the organizations you wanted to contact!

**Here's what Baker College students and graduates have said about the Career Expo:**

- "Informative, organized, people were helpful, relaxed atmosphere, good networking and interviewing practice."
- "I received some helpful information on the specific things companies are looking for."
- "This was an easy way to contact employers that have diverse interests and open positions."
- "The best thing was the opportunity to network with friendly people and learn about area companies."

***Don't miss your chance to make some great career connections!***

***MAKE YOUR NEXT MOVE TOWARD A CHALLENGING AND REWARDING CAREER.***