Tips for Career and Internship Fairs
Based on a series by: Gary Mckinsey of Grimbleby-Colman

Before attending a conference or career fair:
1. Get business cards with name, contact, major, email, address and other information: like a hook, or something special or a statement that stands you out, or something”
2. Find a few companies to and research them.
3. Research the main objective and a few interesting things (related to your career) about the companies.
4. Present the information to each other and familiarize.

At a conference or career fair:
1. Time is very valuable and limited, so plan out what you want to do before you go there.
2. **How to get or give a card** “May I exchange business cards with you it will help me remember who I met” and put the card in order of who you met so you can remember, write down something that you talked about, and give a follow up thank you with it
3. How do you approach someone to network?

At Hospitality Suites (a networking dinner or lunch or something):
1. Eat before you go and get a little bit of food when there is food then you can go around and mingle.
2. Keep your drink in your left hand so you can use your right to shake hands or give out your business card.
3. Make sure you smile and have eye contact.
4. YOU: “I’m .... I’m from the University of California, Merced....I’m very interested in...[or] majoring in... then talk a little bit about something about what you are interested in and then exchange cards using the method above
5. Guest: “Hi my name is....”
6. YOU: “I’m .... I’m from the University of California, Merced....I’m very interested in...[or] majoring in... then talk a little bit about something about what you are interested in and then exchange cards using the method above
7. When you are interested in a company, make sure you say you are interested or what’s the next step, ask for a tour, send a thank you card, cards are better than email”
8. It’s a good idea to walk in with a pair so you can introduce one another.
9. If someone asks, “how do u see yourself fit into the company” follow on about your major and research on the company
10. IF they say “we don’t have anything in that field”
11. Don’t get discouraged, follow back on “are their similar fields” and ask, “What is the outlet for your company in my field” and “ Are there any similar openings”
12. Then exchange business cards and be sure you get a name

How do I try and introduce what I have been working on to people
- Try to create a phrase of 7 words or less and have them follow up on it
- You can practice at different booths because every booth is totally different !!

When is a good time to make contact?
- In the morning when they are fresh or near the end of the day
- Make sure you don’t stay around with the same people all time.
- Divide up and get a buddy to go with.

Remember!
- Practice, smile, stay focus, anticipate you are meeting, follow up, and stay on track and get business cards