How to do the Career Fair
Presented by
Penn State Electrical Engineering Society (PSEES)

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Agenda

- Preparing
- Attending
- Follow up
Resume

➢ Describe the position you are seeking
  – “Summer internship in digital card design”
  – “Seeking fulltime FPGA designer position”

➢ GPA. If it’s not there, they WILL ask.

➢ Experience
  – If no relevant work experience, use classroom lab experiences or extracurricular projects
  – Class listings should focus on unique classes applicable to the position.
  – Significant Honors such as Eagle Scout or National Science Olympiad Champions
Resume Mechanics

- 1 Page. Resume is a summary.
- Include a cell number and email address
  - Be sure you can be reached with this info!
- Include citizenship status
- Some organizations will let you upload your resume at the fair - bring your resume on a USB drive.
- If you hear, “Please apply online,” it’s NOT A REJECTION!
  - It simply means they aren’t allowed to accept resumes through any other means
Planning for the Fair

- Identify the employers you want to meet and research them.
  - Nothing impresses an employer LESS THAN... "So what do you guys do?"
  - In your 30-second introduction, be able to say WHY you are interested in an employer.
  - Have specific questions prepared for each recruiter at each company you meet.

- Offer a firm handshake, show enthusiasm and maintain eye contact.
5-10 top companies

- Research what they do and be able to explain it in your own words
- Check out the open opportunities
- Make the connection between your skill sets, experience, interests, and education and the position/company
- Write down some key points and/or questions that you may have and review them while you are in line
You will be evaluated on the spot

- GPA
- Geographical Preference
- Internship/Full-Time
- Citizenship status
- Date available for work
- Category (Great, OK, Bad, +, -)

  - Employers get many resumes and are looking for reasons to eliminate some
Personal

- Multiple copies of your resume copied on good bond paper - at least 20 lb.
- A portfolio or folder in which to carry your resumes.
- A notebook or schedule book with a good pen to write down upcoming interviews, information sessions or other notes.
- Have a positive attitude and nice smile
Dress Code

- This is a professional event and conservative attire is best.
- **Gentlemen**
  - Clean, pressed suit and professional tie.
  - If you do not own a suit, a sports jacket is preferred, but shirt and tie are a minimum.
  - Comfortable dress shoes.
- **Ladies**
  - Clean, pressed suit - either pants or skirt.
  - If you do not have a suit, wear a nice blouse and skirt or dress pants.
  - Skirts should be no shorter than 2” above the knee.
  - Comfortable dress shoes - closed-toe pumps or flats.
- **Final note - When in doubt, be conservative!**
  - Make sure to avoid distracting facial jewelry and heavy perfumes/colognes.
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Attending

- Introduce yourself
  - Major and graduation date
  - Offer a copy of your resume
  - Professional experiences
  - Classroom projects
  - Internships

- Ask for business cards
  - Take notes on back and write follow up letter or e-mail
Attending 2

- Show your research - mention something you have learned about the organization.
- Indicate why you are interested in this particular employer.
- Thank each recruiter for his or her time.
- Keep your answers to questions short and to the point.
- Act professionally
It’s not all about being technical

- Communication skills are key
- Marketing, business and financial matters
- Leadership and time management skills
- Ability to work in a team
- Relevant experience
  - Internship or co-op
  - Technical clubs
  - Societies, Sports, etc.
An Attending Strategy

- Save your “favorites” for when you are most comfortable
  - After practicing enough with other companies
  - Make a personal connection
  - Tell a memorable story or give example of how you became interested in company/position
  - Don’t be afraid to ask for an interview
  - Companies admire persistence
Final Notes

- DO NOT be submissive
  - Be respectful but aggressive
- Save your “favorites” for when you are most comfortable
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After the Fair Tips

- Jot down notes about conversations you had with company representatives.
- Follow up immediately with any promised information.
- Within a few days, send a thank you note to each recruiter with whom you talked.
- Apply online, if so instructed.
Questions?