

ENGINEERING CAREER FAIR

checklist for success



BEFORE THE FAIR

Register with the UCC or Co-op if you are seeking an internship, co-op, or job this year. Employers will expect you to be registered with these offices

Internships & jobs: 1st step: register with ePACK, www.ncsu.edu/career

Co-ops: 1st step: attend an orientation, www.ncsu.edu/co-op_ed/

- View the list of employers attending @ students.engr.ncsu.edu/careerfair/
- Research employers and create a target list.
- Prepare your resume and have it reviewed @ the Career Center.
- Print 25+ copies of your resume; store in a portfolio or folder.
- Prepare a brief introduction: name, major, year, and career interest.
- Prepare a brief response to: “tell me about yourself.”
(This is an opportunity to communicate your strengths.)
- Undecided students are encouraged to create a short list of questions to ask employers.
- Reserve a minimum of 2 hrs. for the fair. Check with faculty if you might miss class.

DAY OF THE FAIR

- Dress professionally: business casual (interns/co-ops), traditional attire (new grads).
- Check in at the front desk, pick up a nametag and map of the fair.
- First timers: observe experienced students in action.
- Practice. Begin with an employer who is not on your target list.
- Employers want to meet you; many representatives are NC State graduates.
- Booths of large well-known organizations will be busy. Do not overlook outstanding opportunities with smaller or unknown employers.
- Smile, initiate a handshake, introduce yourself, and offer your resume.
- Follow the cues of each employer.
- Help the employer get to know you and what you have to offer.
- Show interest; ask questions.
- Employers may take your resume and/or ask you to apply on-line.
- Thank them for their time and ask about the next steps.
- Request a business card.
- Jot down notes to remember after important conversations.

AFTER THE FAIR

- Email thank you notes to select employers.
- Check ePACK or Co-op for job postings or on-campus interviews associated with the fair.
- Apply on-line as requested by employers.
- Save business cards for the future.



SEPTEMBER 30 & OCTOBER 1 ♦ 9:30am-4:00pm
McKIMMON CENTER @ NC STATE
students.engr.ncsu.edu/careerfair/