



**XAVIER**  
UNIVERSITY  
CAREER  
SERVICES  
CENTER

# SPRING CAREER FAIR

JOBS, INTERNSHIPS &  
GRADUATE PROGRAMS



**February 24, 2011  
3:00-6:00 P.M.  
Cintas Center**

**START:**



**XU Career Services Center  
Spring Career Fair**

**END:**



**HIRED**

**Get Directions**

**SUGGESTED ROUTE:**

If you're at the Career Fair, you've made it halfway to accomplishing your goal of networking, finding a job or internship, or discovering a graduate school program. But now what do you do? Below is a suggested route for plotting the rest of your course in getting hired.

**1. Develop a Strategy for Navigating the Room.**

- Take advantage of the number table map before diving into the main room.
- Begin with the recruiters you wish to speak with the most.
- Be choosy about which tables you visit. It is better to pick a few places and focus on creating quality interactions.

*Note: The fair isn't a race to talk to every table first.*

**2. Don't Let Your Nerves Get the Best of You.**

After each table, take a quick break at the sides of the room. Get a drink of water and write down notes about the conversation you just had. These breaks will be beneficial in two ways: you'll be able to mentally prepare for the next table as well as better remember your interactions after the fair.

If you still feel nervous, just smile! Now is not the time for self doubt, so take advantage of the power of positive thinking and have confidence in your qualities recruiters will love.

**3. Talk It Up with Recruiters with a Perfect Formula.**

One of the most difficult and nerve-wracking obstacles at the Career Fair is speaking with recruiters. You don't want to say too little or too much, so here is the perfect formula for your 30-second elevator speech:

- **Introduce yourself:** Include your name, major, class year, and a trait that sets you apart. (For example, why you are interested in a specific industry.)
- **Highlight your accomplishments:** Share a compelling story from an internship, class project, or student organization that demonstrates your valuable skills.
- **Explain your "fit" with the organization:** Now that you've explained your skill, tell the recruiter how you can be an asset as an intern, employee, or student.
- **State your call to action:** Why are you speaking with the recruiter? It may seem obvious, but include a tangible objective such as a specific job or internship title or graduate school program.

*Note: If your introduction has reached two minutes, you've gone too far.*

#### 4. The Fair Doesn't Actually End at 6:00 p.m.

Try to collect business cards from each individual you speak with at the fair if available — this will help you follow up. Toward the end of your conversation, try saying something like, “Thank you so much for speaking with me. I would love to have one of your business cards if I think of additional questions.”

Then, two or three days after the fair, follow up by writing professional thank you notes. You will want to specifically reference something from your conversation with the recruiter and stress your “fit” with the organization or school.

Finally, look for career workshops from Career Services that will help you move forward with your internship, job, or graduate school search. Check the Calendar tab on Career Service’s website for upcoming events, or call 513-745-3141 to schedule an appointment.

#### **ADDITIONAL SUGGESTED ROUTE:**

Now that you have your plan, here’s advice from fellow Xavier students on how to get the most out of the spring Career Fair. Because everyone has a different goal in mind, each experience is different; but it never hurts to know the best practices ahead of time.

*“It’s about getting your face out there, making the person remember you and having the confidence to ask for what you want. Those people have been doing this for awhile and get the same kind of student over and over again. Connect with them on a person to person level, not just professionally.”*

**Taylor Mauro,**  
junior Finance and Accounting major

*“If you are seeking employment, it is imperative that you find something you have a passion for. Don’t waste your time, or that of the interviewers, by meeting with them about an internship or job you really don’t have an interest in. Focus on what you want, and go after it!”* **Brock McMorran,** sophomore Entrepreneurial Studies Marketing major

*“Smile; don’t act like you’re interviewing for a position. Be a down-to-earth person and ask how the recruiter is doing. It makes the conversation less intense.”* **Mallory Malinoski,** junior Economics and International Business major

*“I honestly think the best way to stand out is to act confident — even if you don’t feel it — and to go in with the mindset that any company or school would be fortunate by having you join their ranks. If you go in with that mindset you’ll already be on your way to leaving a good impression.”* **Seth Walsh,** sophomore Political Science major

by Ashley Sroufe, Internships and Mentoring Intern, XU Career Services Center