

Preparing Resume for Career Fair

Get 1:1 help from Career Services!

- Drop by/schedule time to get help building your resume or have it reviewed; **FREE** copies of your resume can be printed, too!

Use a Simple and Reader-Friendly Format

- Go to usw.hiration.com to build/review your resume in a clean layout

Keep it to One Page

- Recruiters quickly scan resumes, so keep it concise/easy to read

Showcase Key Skills and Experiences

- Emphasize internships, leadership roles, projects, research, or part-time jobs that demonstrate your skills and impact

Use Strong Action Verbs

- Start bullet points with verbs like "Developed," "Led," "Analyzed," "Created," or "Implemented" to make your experience stand out

Proofread for Errors

- Typos/grammar mistakes can hurt your first impression; use tools like Grammarly or ChatGPT to review it

Have Printed and Digital Copies Ready

- Bring 5-10 copies on quality paper (carried in a padfolio or folder- get a **FREE** one in Career Center); have a PDF copy ready on your phone

Prepare to Speak About It

- Be ready to elaborate on anything listed; practice your “pitch”

How to Dress for Career Fair

Do's



Dress in business casual or business professional attire

- **Men:** polo or button-down shirt, with or without a tie/blazer; khaki, chino, or dress pants or dark jeans, dress shoes
- **Women:** blouse, with or without a cardigan/blazer; dress pants, knee-length skirt, professional dress, or dark jeans; dress shoes- flats or low heels



Stick to neutral colors and subtle patterns



Keep accessories minimal and professional



If in doubt and able to, overdress vs. underdress



Reach out to Career Services for help with your outfit!

Don'ts



Don't wear shorts, t-shirts, or athletic clothing



Avoid wearing flip-flops, sneakers, hats, and holey jeans



Don't wear clothes that are too revealing or flashy



Don't wait last minute to plan your outfit!

How to Talk to Employers at Career Fair



Smile and be confident



Be friendly and conversational



Be yourself- don't sound robotic or scripted



1. Introduce Yourself

- A handshake can help!
- The Basics: Name, Year, Major, Attending USW
- A Bit More: Career Interests/Goals, Experience, Skills

Example: "Hi, I'm Jordan, a freshman studying business here at USW. Although I'm still exploring different career paths, I've really enjoyed classes in finance and management. I'm looking for opportunities to gain hands-on experience to help figure out which path within business would be a good fit for me. I'd love to hear what you might have to offer."



2. Ask Questions/Show Interest

- Before the career fair, research employers (Google/ChatGPT)
- Ask questions about the employer & their career opportunities

Examples:

"I noticed you offer internships- can you tell me about them?"

"What makes your company a great place to work?"

"What is a typical day like for a counselor at your school?"



3. Wrap Up & Follow Up

- Thank the employer for their time
- If interested in the employer/opportunities:
 - ask about next steps (staying in touch, applying, etc.)
 - exchange contact info: provide your resume & ask for their business card

Post-event: send a thank you email expressing appreciation and reiterate interest



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