

## 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](http://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



[careerservices@usw.edu](mailto:careerservices@usw.edu)



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