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WOMEN'S

ALL-AMERICAN





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GETTING READY FOR THE JOB & INTERNSHIP FAIR

Strategize

- Obtain a list of attending employers by visiting the website of the event or contacting the Center for Career and Civic Engagement.
- Decide who you want to see the most and plan accordingly. Remember, the larger companies will have the longest lines. Time permitting, visit employers of lower interest first, and use this as practice for your top choices.

Resume

- Make sure that your resume is exactly the way you want it and that it has been reviewed by the Center for Career and Civic Engagement!
- Bring as many resumes as employers you are interested in, as well as 10 or 15 extras to hand out to others you meet with at the fair.

Note: Carry your resume in a portfolio or briefcase. Make sure that it looks professional. You will receive a FREE portfolio from the Center upon entering the Moravian College Job & Internship Fair!

Appropriate Attire

- Wear a professional suit.
 - Jacket, blouse or button-down shirt with tie, skirt or pants.
 - Solid, dark or neutral color.
 - Closed-toe heel or shoe.
 - Be sure your socks match your shoes/suit.
- Make-up should be subtle; not too much.
- Wear sparse jewelry. Nothing distracting.
- Avoid too much perfume or cologne.

Note: If you're ever unsure about your appearance, come see the Center for advice and feedback.



DO'S AND DON'TS AT THE JOB & INTERNSHIP FAIR

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- **Get there early:** Get a feel for what employers/organizations are there, where they are located, and the order in which you would like to speak with them.
- **Wing it:** Do your homework about the
- **Create a 30-second commercial:** List your name, semester and year you will be graduating, your major, any work/internship/volunteer experience that is relevant to the organization's opportunities, and any skills/strengths you can bring to the organization.
- **Practice your handshake:** Make sure your handshake is firm, but not too firm. Be sure it's not a "dead fish" either!
- **Smile and have a positive attitude:** First impressions are important. Make sure your energy is confident!
- **Get business cards:** Just like in a traditional interview, you want to follow up with the recruiters you've meet with. Be sure to grab business cards so you know where to send your thank you emails.
- **Keep notes:** Jot down important details about the organizations you're interested in. Don't forget to include names of people who did not have business cards.
- **Connect on LinkedIn:** Remember to personalize your request and reference your interaction at the fair.

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QUESTIONS TO EXPECT AT THE JOB & INTERNSHIP FAIR

Tell me about yourself.



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QUESTIONS TO ASK AT THE JOB & INTERNSHIP FAIR

- Could you describe the duties of the job for me?
- Does your company encourage further education?
- Do you have plans for expansion?
- In what ways is a career with your company better than one with your competitors?
- Is this a new position or would I be replacing someone?
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