

# JOB AND INTERNSHIP FAIR GUIDEBOOK



**MORAVIAN  
COLLEGE**

**CAREER & CIVIC  
ENGAGEMENT**

**CENTER FOR CAREER & CIVIC ENGAGEMENT**

**[www.moravian.edu/careercivic](http://www.moravian.edu/careercivic)**

**CAREERCIVIC@MORAVIAN.EDU**

**610-861-1509**

MORAVIAN COLLEGE

# CENTER FOR CAREER AND CIVIC ENGAGEMENT

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careercivic@moravian.edu

www.moravian.edu/careercivic

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Center Drop-in Hours: Monday-Thursday: 2-4pm



@MCCareerCivic



Moravian College Center  
for Career and Civic  
Engagement



MCCareerCivic

# GETTING READY FOR THE JOB & INTERNSHIP FAIR

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## 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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## DO

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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.
- **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.

## DON'T

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- **Wing it:** Do your homework about the organizations. Asking a recruiter "What does your organization do?" won't leave a great impression.
- **Travel around with friends:** You wouldn't go to a traditional interview with your buddies, right? Interact with recruiters on your own.
- **Dress too casually:** Career fairs are professional events and could possibly be the first interaction you have with a future employer. **Note:** Some fairs are more casual than others (such as the Volunteer & Internship Fair).
- **Wait until the last half-hour of the fair:** It's a strong possibility that organizations – especially those who traveled far – will start packing up and leaving at this time. If you arrive late, you may have missed many or most of the organizations you wanted to contact.

# QUESTIONS TO EXPECT AT THE JOB & INTERNSHIP FAIR

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## Tell me about yourself.

- Talk about your experience, qualifications, and accomplishments. Not your childhood, family or hobbies.

## Why do you want to work as a...?

- Talk about details of the job and why they interest you.

## What qualifications do you have?

- Name a skill, list your qualifications, then move on to the next skill.

## Why do you want to work for us?

- This question is asked to gauge how much you know about the company/organization, what your career plans are, to understand what your priorities are, etc. Tell them what excites you about the position and why you'd be a great fit.

## How many other companies have you approached?

- Instead of giving a number of the organizations you've spoken to, let the recruiter know that their organization is your top choice. Ex: "I've approached several for back-up, but this is where I really want to work and this is where my hopes are."

## Tell me about your education or training?

- Explain your education and why you are prepared for this job.

## Do you plan to continue your education?

- Continuing education courses suggest growth, ambition, promotability, and may qualify for tuition assistance.

## What kind of salary are you looking for?

- There is no need to have a salary set yet, but do your research to know the average salary for someone with your qualifications and the industry of the organization. You can tell the recruiter that you are willing to be flexible. If they persist, however, give a general answer like, "Somewhere in the thirties."

# QUESTIONS TO ASK AT THE JOB & INTERNSHIP FAIR

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- 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?
- Has there been much turnover in this job area?
- What qualities are you looking for from the candidate that fills this position?
- Where does this position fit into the organizational structure?
- How much travel, if any, is involved in this position?
- What is the next course of action? When should I expect to hear from you or should I contact you?

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# THE FOLLOW UP TO THE JOB & INTERNSHIP FAIR

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Be sure to send a thank you email and connect on LinkedIn to everyone you interacted with at the fair. Draft your thank you immediately after the Fair (so the information is fresh) and send out that evening or the following morning. This outreach shows your enthusiasm in the position/company. If sending a LinkedIn request, be sure to personalize this and send a note reminding the employer where and how you had met them.

### Sample Thank You Email

Good morning, Recruiter's Name:

Thank you for taking the time to speak to me yesterday at the Job and Internship Fair about the Position with Company. It was a pleasure meeting with you, and I truly enjoyed learning more about the role and the company. After our conversation, I am confident that my skills and experiences are a great match for this opportunity.

I am very enthusiastic about the possibility of joining your team and would greatly appreciate a follow-up interview as you move forward with the hiring process. If you need any further information, please do not hesitate to contact me by email or phone. Thanks again, and I hope to hear from you in the near future.

Best,  
Your Name