

Prior to Career Fair:

Check

Submit resume for professional review by APSU Office of Career Services	
Research Companies of Interest (products/services, history, job description)	
Prepare business attire wardrobe: Men: Business suit or sport coat and tie, light colored dress shirt, dress shoes Women: Business suit or blouse and skirt, dress shoes (no more than 2" heels, hosiery)	
Gender Neutral: Be sure of the fit of your attire is comfortable and aligns with the gender you represent	
Portfolio or briefcase	
Rehearse your skills and prepare your elevator pitch	
Schedule mock interview with APSU Office of Career Services	
Review your resume, commit your skill set to memory	
Print copies of resume and references	
Attend networking and interviewing workshops	

Day of Career Fair:

Attention to detail with personal hygiene: brush teeth, use deodorant, trim beard/moustache, clean and trim nails	
Physical appearance: Neutral nail polish, moderate makeup, cover visible tattoos, remove visible piercings, males remove ear piercings, avoid smoking immediately before interview, breath mint 15 minutes before interview	
Prepare briefcase/portfolio: Resumes, reference lists, writing pad and good pen, breath mints, extra hosiery	
Allow for sufficient time at career fair to meet with multiple employers	

During Career Fair:

Apply what you learned in the interviewing and networking workshops	
Stay positive, be courteous, act confidently and enthusiastic, and don't forget to smile	
Use firm handshake, maintain eye contact, speak professionally	
Focus on your value, present the best of your experience	
Conclude discussions with employers by asking about next steps, gather business cards	

Following Career Fair:

Send thank you cards using business cards gathered at career fair	
Review and prepare your calendar for job interviews	
Practice interviewing skills for upcoming interviews, schedule mock interview with APSU Career Services	