

**ATTN: INFORMATION TECHNOLOGY STUDENTS**

**CAREER**

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**FAIR**

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**5.2.2014**

**11:00AM TO 1:00PM**

**T-BLDG. - FOGELSON LOBBY**

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**COME LEARN ABOUT THE UNIQUE CAREER OPPORTUNITIES  
IN INFORMATION TECHNOLOGY AT THE CAREER FAIR  
PRESENTED BY THE DOL STUDENT SUCCESS TEAM.**

**DON'T FORGET TO BRING YOUR MOST RECENT RESUME AND  
BE PREPARED TO SELL YOUR SKILLS TO INDUSTRY  
PROFESSIONALS LOOKING TO HIRE!**

**FLIP FOR TIPS**

## How to prepare for the Career Fair?

- Research the employers who will be attending the career fair that interest you.
- Develop a strong resume and have 30 copies ready for distribution.
- Be ready to tell employers how your skills match what they are looking for.
- Take a portfolio or a briefcase to hold resumes and corporate literature you receive.
- Prepare a "one minute commercial." Think about your strong points, your goals, the company and where you want to go within the company. Be prepared to talk about these aspects with your employer.

## What should I wear?

- Make sure your clothes are clean and pressed.
- Avoid wearing excessive jewelry, excessive make up or clothing that is too short or revealing.
- Wear Interview attire-suits and ties!

## Should I come if I'm not ready to graduate yet?

- Yes finding your career job is a process!

## What questions should I ask representatives?

- What goals does your organization have for the coming five years?
- What kind of entry-level positions exist within your organization?
- Does your organization hire on a continual basis or only at certain times of the year?
- What does your organization consider the five most important qualities in an employee?
- What courses do you suggest I take in order to help make me a stronger job applicant?
- What personality traits are important for success in your organization?
- What made you choose this organization?

## What do I do during the Career Fair?

- Make eye contact when introducing yourself.
- Give a firm handshake to get off to a good start.
- Enthusiasm is an important quality.
- Show confidence and be articulate.
- Offer a resume to the representative.
- Ask for a business card or write down the representative's name.
- Collect any employer literature that may be available.
- The point is not to see how many resumes you can give to employers in the least amount of time - it is to establish some solid job prospects.

## What should I do after the Career Fair?

- Mail a thank you letter to those representatives you want to follow up with so they are aware of your interest.
- You also may enclose a cover letter and resume in this letter to point out your strengths.
- Make follow-up calls to employers in response to your conversations with their representatives at the career fair.

## Where can go to receive help before the career fair?

- Contact our DOL Student Success Team.

Call us at 708-608-4241 or visit T100

E-Mail us at [DOLStudentSuccess@MoraineValley.edu](mailto:DOLStudentSuccess@MoraineValley.edu)

