ATTN: INFORMATION TECHNOLOGY STUDENTS

CAREER

5.2.2014

11:00AM TO 1:00PM T-BLDG. - FOGELSON LOBBY

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!

How to prepare for the Career Fair?

- Research the employers who will be attending the career fair that intrest 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 recieve.
- 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-suites 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







This workforce solution was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, a policy of according no preference to persons the basis of race, color, age, sex, legion, national or ethnic origin, disability, creed, an actional status, sexual orientation, arrest record, military status or unfavorable military discharge, citizenship status, or other legally protected characteristics or conduct in its educational programs, activities, or employment practices. Such discrimination is prohibited by Titles VI and VII of the Civil Rights Act, Title IX of the Educational Amendments, Sections 503 and 504 of the Rehabilitation Act of 1974, the Age Discrimination Acts of 1974 and 1975, and other federal and state statutes and regulations. This commitment applies in all areas to students and college personnel as well as to relevant aspects concerning the choice of contractors and suppliers of goods and services and to the use of college facilities. More specifically, in its employment practices, Moraine Valley Community College continually seeks to employ and promote the best qualified individuals while endorsing the principles of Affirmative Action as prescribed in the President's Executive Orders #11246 and #11375, as well as all federal and state laws regarding equal employment opportunity.