

How to Prep for a Career Fair

Georgia Tech Career Center
career.gatech.edu



Today's Topics:

- Resume
- Research and Strategize
- Create Introductions
- Logistics & Attire

Georgia Tech All-Majors Career Fair

Date: September 11 & 12, 2023

Time: 10:00 AM - 4:00 PM EST

Location: Campus Recreation Center

Enter through main entrance then proceed to 4th floor

1. REGISTER

2. Research companies attending

3. Research jobs posted by companies of interest

Resumes

What is a resume?

1. Answers basic questions recruiters have (grad. date, major, skills)
2. Shows what you're good at, summarizes experiences and relevant skills
3. Highlights both technical and essential skills
4. Contains keywords and only noun and verb phrases to facilitate a quick scan by a recruiter (*reportedly, ~6 seconds*)
5. Provides sections of information in reverse chronological order to show highest levels of achievement first

Resume Sections

Section	Content
1. Education	- Georgia Tech and HS (freshmen only)
2. Experience*	- Work for pay (it ALL counts) + GRAD STUDENTS ONLY can add an Expertise section
3. Skills	- What you know or are acquiring
(4. Research**)	- <i>If applicable (liberal arts, science), grad</i>
5. Projects	- Usually class, group or individual
6. Leadership	- Volunteer work, campus & community involvement

*Experience section moves down to the next-to-last section (above Leadership) if you do not have any relevant internships/co-ops etc yet.

Find sample resumes, outlines, and guidance in our [RESUME GUIDE](#)

First Last

Atlanta, GA, (123) 456-7890, firstlast@gmail.com, LinkedIn url

Education

- Georgia Institute of Technology**, Atlanta, GA May 2020 - May 2024 (Expected)
- Candidate for Bachelor of Science in Computer Science
 - GPA 4.0/4.0
 - Honors Program
- Charlotte Country Day School**, Charlotte, NC May 2020
- High School Diploma Summa Cum Laude, GPA 4.333/4.0
 - National Merit Commendable Scholar
 - Charles Heisler Bodine, Jr. Mathematics Award

Experience

- Internship at Comporium Communications**, Rock Hill, SC May 2019- August 2019
- Observed interactions between Internet of Things startups and their investors
 - Helped create non-profit designed to coordinate STEM opportunities in the region and state
- Experience at Geographic Information Systems of Rock Hill**, Rock Hill, SC August 2018
- Worked with ESRI's ArcGIS software and an accompanying database
 - Coded Python scripts that currently backup Rock Hill's geographic data nightly

Skills

- Programming:** Java, C#, XAML, XML, Python, Monogame, Team Foundation Server
Concepts: Object-oriented programming, Data structures, Computer organization & programming, Linear algebra, Multivariable calculus, Discrete mathematics
Instrumentation: NMR spectrometer, IR spectrometer, vacuum lines
Communication: Presentations, Email, Audit, Lab write-ups, Meetings, Symposium
Language: Spanish (intermediate), English (native)
Music: Alto Saxophone
Clubs: Navigators, Big Data Club

Research

- Research Assistant, UNC Charlotte**, Charlotte, NC May 2018 – August 2018
- Synthesis and characterization of 9 never-before discovered indium complexes*
- Tested ligands that can be used to combat Wilson's disease and make new antibiotics
 - Will soon be published in a chemical journal as a part of a larger project

Projects

- Collaborative Independent Study to Make PC Game**, Charlotte, NC August 2019 - January 2020
- Exploration of collaboration on a large programming project*
- Used Monogame and C# to code a tile-based game while collaborating in Team Foundation Server
 - Fulfilled requirements for completion predetermined by faculty
- Windows Store Application**, Rock Hill, SC May 2019 - August 2019
- Creation of Quadrulate, an app to calculate the quadratic formula quickly and easily*
- Used XAML and C# to calculate the quadratic formula while fulfilling design guidelines
 - Given a 9/10 review by a third-party reviewer and downloaded in over a dozen countries

Leadership

- Catalyst Student Ministry Leader, First Baptist Fort Mill**, Fort Mill, SC August 2019 - Present
- Mentored middle school students during weekly small group
 - Organized summer day trip for high school students
- Steering Committee Member, Rolling in Rock Hill**, Rock Hill, SC September 2016 to September 2019
- Worked in warehouse to help paint homes of elderly and disabled free of cost
 - Joined as a member of the steering committee to assist in planning and in home selection

Resume Writing Tips

In a recent survey of GT employers, 83% prefer a 1-page resume.

1. Be concise and focus on quality over quantity. A 2-page resume can be used as you gain more experience, but undergrads should be able to prioritize experiences to limit a resume to one page.
2. Your resume is how you market yourself. Every word takes up real estate. Never use complete sentences, focus on 'I did X that resulted in Y.'
3. Avoid standing out with fonts, formatting, or colors. You want them to easily locate relevant information in a familiar format.
4. Expand your experience but remember to focus your resume on exposure, not just expertise.
5. Tailor your resume content for specific industries, as needed.

Prepare and Strategize

Get Ready To Shine

Do Your Research

- Research company business model/mission
- Identify the company's client(s)
- Examine outcomes, services, goods produced
- Analyze all tools/skills used by company
- Make notes about similarities between you/them

Plan Your Approach

- Make a target list of companies (in priority order) that you want to speak with
- Include notes on what job(s) they have posted
- Think of relevant questions you can ask to make yourself stand out
- Be sure you have resumes tailored for the industry(ies) of each company

Prepare Yourself

- Printed copy of resumes
- Paper/Pen/Notes
- Pad folio/Folder
- Dress the part, head to toe
- Don't speak in paragraphs

How to Talk to a Recruiter

Two Components of Your Introduction

Goal: Make a good first impression and communicate your skills and experience that make you someone worth remembering

Part I: Initial Greeting

Should share some information about you, but only a low-level sales pitch. Good for career fair.

1. Name, Major, Year
2. Brief explanation of interest/skills related to major OR the industry where you are hoping to work
3. Brief request:
 1. "Interested to learn more about opportunities at ____." (company name)
 2. "Interested to learn more about ____." (position you know they are hiring for)
4. Together:

"Hi, my name is First Last and I'm a sophomore Computer Science major. I am interested in [company name] because I've used Java and JavaScript extensively through my internship and I'm looking for opportunities to apply those skills in a larger setting. Can you tell me more about the [name of position] you are hiring for?"

TMAY (Tell Me About Yourself)

Part II – Response

More thorough, when asked to introduce yourself or asked a follow up after initial greeting (skip any items you've already shared). Should be approximately 60 seconds in length.

1. *[Assume you've already shared your name, major, year in greeting.]*
2. Explain why you chose your major OR why you are interested to work in [____ field]
3. Technical skill, illustrate how/why/what you've done with it
 1. In my internship with [company name], I
 2. Through a class project to create an app, I....
4. Essential skill, illustrate how/why/what you've done with it
 1. I'm someone who enjoys communicating technical information. Through my role as team lead during a project with [group/org name], I presented technical reports to supervisors monthly.
5. DISTILLATION: Describe yourself with a pair/trio of skills:
 1. I can use ____ with ____ and ____, which means...
6. Ask what the company has available for someone with your skillset (subtle approach) OR state your interest in discussing your candidacy for a particular role (direct approach)

TMAY Formula Option

1. Hi, I'm _____, a _____ year, majoring in _____. I chose my major/research because _____. [I want to make an impact in the field of ___ by _____.]
2. In my research/internship/co-op at _____, I used _____ (*technical skill*) to _____, for the purposes of _____. (*Provide another sentence of details here as needed.*) I was part of a team that _____. We also used _____ (*another technical skill*) to _____ (*task*). I researched _____ by _____ and used _____ to _____. (*Add another sentence of details.*)
3. I also picked up _____ (*essential skill, such as communication or leadership*) at _____ and was able to use it to _____ (*task*).
4. I am interested in your company because I can put the technical skills of _____ and _____ with a skill such as _____ (*essential skill*).
5. What positions are you hiring for that could be a match for someone like me?

A Few "Talking" Points

1. When delivering responses, think of yourself as a storyteller.
2. Read their tone, and try to reflect it (formal for formal, semi-casual for casual)
3. Be personable, but professional
4. Remember these are conversations
5. Don't stick so closely to a script that you sound robotic The contents are what matter, not the phrases you use
6. PRACTICE, PRACTICE, PRACTICE. It's ok if your wording varies, just be sure you can articulate your points
7. Focus on connecting and building relationships with the people you engage with.

Sample Questions

What are the characteristics of an ideal candidate?	Appropriate
What jobs are you offering?	It Depends*
What type of training or support do you provide a first-year employee?	Appropriate
What is the salary for this position?	Inappropriate
What benefits do you offer?	Inappropriate
What is the company/organization culture like?	Appropriate
What do you enjoy most about working there?	Appropriate
How big is your company? Organization?	Inappropriate
May I contact you with further questions?	Appropriate
What do I need to know about the application process?	Appropriate
Are there some specific skills, work experience or educational background that can make me more competitive for the _____ (position name)?	Appropriate

*Is this information published anywhere? Have you already checked CareerBuzz, their company website, and looked at their booth and marketing materials?

Stay in Touch and Build Relationships

1. Ask for and write down names/titles/emails during conversations
2. Use a three-sentence model for your note (in your own words)
 1. Thank the person for their time and remind them the specifics of your conversation.
 2. State “As we discussed, I am very interested in this position because I have ____, ____, and ____, which fit well with your needs.”
 3. Finish with brief good will sentiment, “Hope to hear from you soon”
3. Send it within 24 hours

Logistics and Best Practices

Strategize & Plan Ahead

- Create a prioritized lists of employers. Don't go to your top one first so you warm up with someone else lower on your list.
- Ask professors if you can attend other sections of class (if offered) in order to spend more time at the fair.
- The fair has different employers each day, try to make arrangements to attend both days.
- Dress to impress! Take advantage of [Campus Closet](#) if you don't own business professional clothing.
- Free headshots will be offered during the fair!

Campus Closet



How it Works

- Make a Reservation to visit the [Campus Closet](#)
- Come see us on your scheduled appointment day & time.
- Rock that business attire!
- Your rental is valid for **15 calendar days**, and it is requested to be dry-cleaned upon your return. **NOTE: Please see [policies & procedure](#) tab concerning rules and rental extensions and ask about our dry cleaning resources.**

Business Professional Attire



Check out our [Pinterest Board!](#)

Day-of Logistics

- Check-in: bring your Buzzcard
- No Backpacks allowed: bag check
- Map: QR codes to scan upon entrance
- Free headshots for LinkedIn
- Student Information Desk for last minute questions/advice

General Etiquette

- Don't linger after conversation is over
- Don't interrupt an employer and another student
- Wait your turn (lines WILL form)
- Turn your cell phone on silent
- Smile and show enthusiasm
- Come early, if possible
- Don't pick up too many freebies
- Be professional and confident!



Connect with Us!

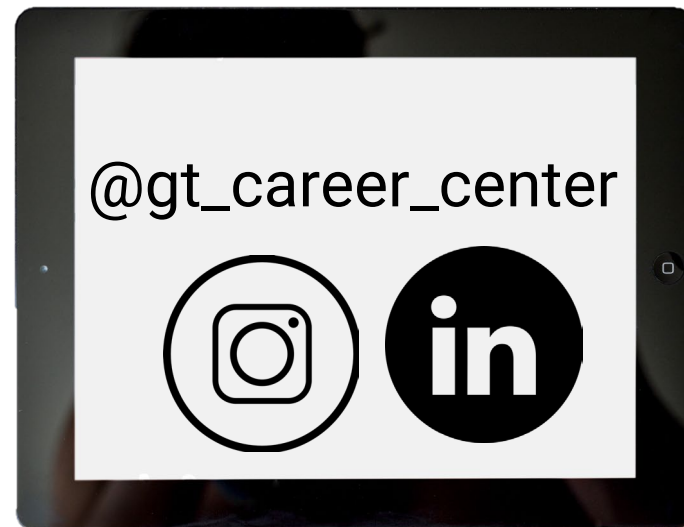
Get immediate guidance on questions related to your job search at our **daily drop-in hours** – get your resume reviewed, work on interview prep, or ask for advice!

Drop-in Hours: 2:00pm - 4:00pm, Monday – Friday

*Bill Moore Student Success Center (when class is in session
Fall/Spring semesters)*

*Advising appointments can be requested via CareerBuzz with our Career Development Advisors and Career Educators (Design, IAC, Sciences).

Georgia Tech Career Center
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Scan here for Fall 2023 programs:



Appendix

Career Center – Who We Are

Our **Career Education Team** consists of **Career Development Advisors** (G/UG all majors) and **Career Educators** (UG major-specific) who are available to graduate and undergraduate students through daily drop-in hours (during fall and spring semesters when classes are in session), 1:1 advising sessions (by appointment), and through Career Center-led presentations and workshops on a wide scope of Career Development topics.

Our **Experiential Learning** team is responsible for managing the Co-op and Internship programs, including registration of these experiences. For more information on how to register your co-op or internship, see the [Career Center website](#).

Undergraduate Career Education



Laura Colavito
Career Development
Advisor



Widalys Santiago Sosa
Career Development
Advisor



Amaka Nwoko
Career Development
Advisor



James Stringfellow
College of Sciences
Career Educator



Kyle Poe
Ivan Allen College
Career Educator



Camille Liverpool
Ivan Allen College
Career Educator



Davia Woulard
College of Design
Career Educator



Laura Garcia
Director of Career
Education Programs

Graduate Career Education



Christina Hall
Graduate Career
Development Advisor



Catharine Groover
Graduate Career
Development Advisor

Experiential Learning



Andrea Comsa
Director of Co-op &
Experiential
Education



Iteeah Pounds
Internship & Co-
op Program and
Operations
Manager

Career Education - What We Do

