



FORT VALLEY STATE UNIVERSITY
A State and Land-Grant Institution • University System of Georgia

OFFICE OF CAREER SERVICES



TIPS

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FVSU CAREER FAIR TIPS

- Conduct a bit of research before the fair on the employers that most interest you. Know a little about their business and the kind of opportunities for which they occasionally hire.
- Visit as many employers and graduate school representatives as possible.
- Be friendly and assertive. The representatives are here to see YOU!
- Introduce yourself by giving your name, major, and year in school. Be prepared to shake hands! If you have a particular interest such as a permanent position, an internship, a summer job, co-op position, a certain type of degree or program, etc., say so. Initiate conversation by asking a leading question such as, “Could you tell me about your internship opportunities?”
- Have a résumé ready to present to employer/graduate school representatives. Bring multiple copies. A résumé makes it easier to facilitate conversation because the employer can ask questions.
- Collect materials and business cards from representatives you talk to. Follow up promptly by email or letter to indicate further interest.
- Ask good questions, i.e., “Could you tell me about the opportunities available?” or “What skills are you seeking in the people you hire?” or “Do you have suggestions for what I could do to improve my qualifications?” or “What graduate programs do you offer?” or “I’m a freshman. Any career advice for someone just starting school?”
- Ask how to get more information about the employer or graduate school.
- Be patient and wait your turn if a representative is talking with another student.
- Smile! Be personable and talk conversationally with representatives.