



EVENT DETAILS

Wednesday
February 7, 2018
3:00 p.m. - 7:00 p.m.
Shelton State Martin Campus

WHAT TO WEAR

Business Casual
Slacks or skirt with a button-down shirt or blouse; tie and blazer optional; jeans, t-shirts, athletic wear, and immodest attire not recommended

WHAT TO SAY AND DO

APPROACH THE TABLE

- Make eye contact with the representative.
- Greet the representative, and shake hands.

INTRODUCE YOURSELF

- 30-45 second introduction
- What are you studying?
- What are your future plans?
- What qualifications can you offer the company?

ASK QUESTIONS

- Be prepared to ask thoughtful questions.
- Do NOT ask, "What does your company do?"

NEXT STEPS

- Find out about the company's preferred application process.
- Ask for the representative's business card in order to follow-up with a thank you letter/email.
- Take notes AFTER leaving the table. Record the representative's name, important items you discussed, and next steps.
- Follow-up that evening or the following day with a thank you letter or email message.

TIPS FOR SUCCESS

DO

- ✓ Research companies of interest before the event.
- ✓ Take a deep breath, and relax.
- ✓ Practice your introduction.
- ✓ Select and plan clothing options early.
- ✓ Bring a current résumé; visit Career Services for résumé help and editing.

DO NOT

- × Talk or text on your phone around company representatives.
- × Monopolize the representative's time.
- × Speak negatively of another company, representative, peer, or yourself.
- × Wear a large backpack or heavy coat while browsing.