

# EVENT DETAILS

**Tuesday**

**April 16, 2019**

**2-7 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 INTRODUCE YOURSELF ASK QUESTIONS

* Make eye contact with the representative.
* Greet the representative, and shake hands.
* 30-45 second introduction
* What are you studying?
* What are your future plans?
* What qualifications can you offer the company?
* 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 DO NOT**

* + 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.
* 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.