



Preparation for a Career Fair

Presented by:



WWU Career Services Center



Upcoming Jobs/Internship Events

- ▶ 11 Feb 2016, 11AM-3 PM: WWU Winter Career Fair
 - ▶ Viking Union, Multi-Purpose Room
- ▶ 11 Feb 2016, 4:30-6:30 PM: Huxley Environmental Career and Internship Fair
 - ▶ Viking Union, Multi-Purpose Room



How do I find Opportunities?

- ▶ [WWU Viking Career Link](#)
- ▶ Emails from Huxley Advisors
- ▶ Professors
- ▶ Internet Sites
 - ▶ www.usajobs.gov/pathways
 - ▶ <http://careers.wa.gov/>
 - ▶ Business Sites/Commercial Websites
- ▶ Professional Organizations/Clubs
- ▶ http://www.wvu.edu/careers/employment_salarystatus.shtml



Researching Companies

- ▶ Who's Coming to the Fair? <https://huxley.wvu.edu/blog/2016-huxley-career-fair>
- ▶ Mission, Vision, Goals statements
 - ▶ How does your cover letter/resume show you are a good fit
 - ▶ Look at their online presence. Most will have an "About" section.
- ▶ Look Carefully at the Job Advertisement Itself
 - ▶ Have you answered the qualification questions in your resume/cover letter?
 - ▶ Make it EASY for the employer to tell you are qualified
 - ▶ Longer resumes are not necessarily better resumes



Examples



- ▶ <http://www.nature.org/about-us/vision-mission/index.htm>
- ▶ <http://ncascades.org/discover/north-cascades-institute>
 - ▶ Sometimes it won't specifically say Mission/Vision/Goals...look for clues!



Getting a Resume Together

- ▶ Customize your resume to each job whenever possible
 - ▶ At a job fair, it might be a challenge....but if you pre-research a few employers you are particularly interested in....have a separate Resume for them!
- ▶ A Generic Resume is OK at a career fair for an unexpected opportunity
 - ▶ Be prepared if they show interest to quickly work on a more specific resume
- ▶ If you don't have a lot of work experience, consider your coursework
 - ▶ How does the Water Quality sampling project you did in ESCI 361 relate to a particular job? What equipment did you use? Methods/techniques/etc...
 - ▶ What Urban Planning techniques were you taught? Did you do any projects?
 - ▶ Etc....



Where can I get help with a Resume

- ▶ WWU Career Services Center <http://www.wvu.edu/careers/index.shtml>
 - ▶ Resume Assistance/Workshops
 - ▶ Resume Drop-In Clinic, 9 Feb 2016
 - ▶ Interview Practices



I got an interview!

- ▶ You have one chance to make a first impression
 - ▶ Be On-Time
 - ▶ Look Professional, both in personal appearance and any documents you are going to show/share.
 - ▶ Know your opening monologue. Almost every employer will ask you to take a couple of minutes and tell them about yourself. Practice this a lot and make sure you hit your “best points”!
 - ▶ Know your Audience (Research your prospective employers...have some smart questions to ask them about their business/project)
 - ▶ Think about your skills? What have you done that relates to this particular employer? Why should they pick you ABOVE other candidates? Think about classes you've taken that might relate to the employer...what did you learn from them that might apply? Have some examples in mind.
 - ▶ Career Services can schedule “mock” interviews to help you practice and make a good first impression.



They have offered an internship

- ▶ Paid or Unpaid
 - ▶ Some unpaid internships will offer bonus (Lodging, Travel, Ski Lift Pass)
 - ▶ Even unpaid internships will provide you with job knowledge, skills and hopefully a positive job reference!
- ▶ Complete your Huxley Internship/Learning Agreement
 - ▶ Professor, Yourself, and Your Employer agree on what you are going to learn
- ▶ Come see your Huxley Internship Advisor
 - ▶ He will approve your contract and update override to allow registration for internship credits