

CEE Career Fair Prep Night  
January 13, 2016  
Student Takeaways

The following are comments shared by students who attended the 2016 CEE Career Fair Prep Night. They met with industry representatives and these are the advice they found most helpful given the three topic areas.

### Resume Review

- Don't use a general resume; tailor your resume such that it fits the specific company's job description.
- Don't use the exact same resume for all job applications. Have a "template" and fill it with words from the specific job description used by the employer, website, etc.
- Look to the job description and copy things to your resume from it.
- Use words from the job description in the resume and interview.
- Make your resume specific to the job to which you are applying.
- Add an objective to the resume.
- There is screening of resumes by the computer before an HR representative ever looks at it. Now I'm going to include useful buzzwords and write an objective.
- Share something interesting about yourself in your resume.
- Be very specific on your resume about how you are valuable.
- Add specific things you most want to focus on and are passionate about.
- Add logos from past positions. (Not always recommended.)
- As an international student, I can still say, "Yes," when asked if I am authorized to work in the US. (Specifically, it should be "Yes, I am eligible for up to twelve months of Curricular Practical Training (CPT)," or "I am eligible for Optional Practical Training (OPT)." Please contact the International Student Services Office for details on [OPT](#) and [CPT](#).)

### Interview Tips

- In an interview if you forget something or don't clarify it enough write it down and don't panic. When asked for questions and last remarks later, bring that up!
- Practice your examples. Use flip cards, with one side for the question and one side for your example.
- If you really want the job describe how the job fits you and why you fit the job.
- Pace yourself during an interview and don't ramble.

- Be positive, smile, and have a good handshake.

*Interview Tips, continued:*

- Before your interview ask who you'll be interviewing with so you can look them up on LinkedIn. But, don't add them as a connection until after you've had the interview.
- Emphasize that you are a team player and a great communicator.
- In an interview a common question is, "What are your weaknesses?" Not only should you be able to answer that, but also explain how you compensate for that weakness.
- Thank you emails after interviews are rare, but can have a lasting impression.
- Send a thank you note.
- Write thank you notes following a job interview.
- Follow up after a meeting or interview with an email.
- Send a thank you letter even after a rejection.
- Use buzzwords from the job description during the interview.
- Do your homework on the company and be prepared for the interview.

**"Getting your Foot in the Door"**

- Communication is key!
- Send a thank you email after career fairs.
- Prioritize companies at job fairs.
- Choose target companies at job fairs and research them. Come prepared.
- Make personal contact with the company you are interested in.
- Ask questions at the career fair related to current job openings with the organization, if available. Then mention the interaction in the job application.
- Don't crush someone's hand in a handshake (or be too limp).
- Research!
- Research, research, research.
- Research the company you are interested in.
- Do your research about the companies you plan to talk to at the career fair.
- Follow up with the company and keep in touch.