



Making the Most of the Graduate Center's Public Policy Career Fair

Tips for Before, During, and After the Career Fair

Before You Go ...

- **Research registered employers**

Getting to know each attending organization will help you create a career fair strategy and will enable you to ask representatives more thoughtful questions

- **Create a personalized strategy**

Know how much time you can spend at the career fair, and decide which employers you most want to talk with so that you don't run out of time

- **Prepare and print your resume**

Take the time to develop a one-page resume (not a CV) that emphasizes your experience and/or transferable skills applicable to public policy work; make sure your resume includes your contact information, and bring plenty of copies

- **Practice interviewing**

Be prepared with a 30- to 60-second response to the prompt, "Tell me about yourself," and practice your responses to frequently asked interview questions

At the Career Fair ...

- **Dress appropriately**

Business casual is acceptable, but it's better to overdress than to look too casual (Please, no jeans!)

- **Make a good first impression**

Do your best to appear confident, enthusiastic, and friendly when approaching representatives; introduce yourself with a smile and firm handshake and be ready to talk about yourself and the company

- **Follow your personalized strategy**

Prioritize speaking with the employers who most interest you, but ...

- **Network widely**

Be willing and prepared to speak with other organization representatives as well—it's good networking and interview practice and you never know what might come out of a conversation with an employer

- **Take notes**

If a representative doesn't hand out business cards, write down the names and contact information of staff from the organization whom you can contact later; jot down notes from each conversation to help keep them distinct and to gather useful information for following up

After You Leave ...

- **Follow up**

Send personalized thank-you notes to each company representative to thank them for their time; if you are particularly interested in the company, use this opportunity to reiterate your interest, relevant skills, and experience

- **Take action**

If the representative gave you instructions about applying for a position or contacting another staff member, follow through in a timely manner

For more in-depth information and instruction, please consider attending the **“Making the Most of the Graduate Center’s Public Policy Career Fair” workshop** on Wednesday, October 17, 2018, at 4:00 p.m. in room 7209.

To RSVP for the workshop, please visit www.cuny.is/careerplan.