THE HIRING TREE
STRATEGIC HR+AI CONSULTING

Career Fair CHEAT SHEET

5 Quick Tips for Success

Make connections • Build your future

1 Be Prepared to Answer "Tell Me About Yourself?"

This is a common question, and you want a quick answer, not a long story. Share your name, graduation date and the type of internship or job you're looking for. Practice it until it sounds natural, not memorized. (High school: share what you're interested in. College: talk about what you're studying or plan to study.) Keep it to 1 minute or less.

2 Ask Questions That Start a Conversation



Don't just ask, "Are you hiring?" Instead, try:

- **What skills qualify someone** for this field, company or role?
- **What kind of opportunities** do you have available to students?
- What does the hiring process look like?
- What do you enjoy about working here?
- Who can I speak with that could help me research your company in more depth and detail?

3 Don't Just Hand Out Your Resume



Too often, students **"resume blast"** and just hand it out to every employer in the building. The goal is to be memorable. If a conversation is going well, ask for their contact information so you can connect on LinkedIn and send a thank you message or **email** after the event. Take notes about the conversation so you can thank them in a specific way. Keep a journal or record a quick video of yourself right after the conversation to remember the details.

4 Do Your Homework Before You Arrive



Look up the employers attending the fair. Identify 5–10 companies you want to talk to and learn a little about what they do and the positions they're hiring for. Knowing this ahead of time helps you ask better questions and have more meaningful conversations.

5 Follow Up Within 24-48 Hours



Send a short, personalized thank-you message. Mention something specific you discussed and reiterate your interest. If they gave you instructions for applying, follow those instructions promptly.

Don't just collect business cards... collect opportunities!

Great conversations grow your future!