

HOW TO PREPARE FOR A CAREER FAIR

BY SHA'NE DORSEY

CAPITOL COLLEGE AND PAST CAREER FAIRS

Over the past years Capitol College has held its Annual Career Fair which has been such a great and impactful experience for everyone who has participated. The career fair has offered internships and full time positions to many students throughout the college. Since the career fair opens the door for students of all majors, it is important that students of every grade level attend.

29TH ANNUAL CAREER FAIR

Thinking about your plans for Spring Break? Yes? Well don't stop there!! Capitol College's 29th Annual Career Fair is coming up in March. Have you found that perfect attire to help make you stand out among your peers? No? Well do not worry we are here to help. First, we must remember that we are going to be presenting ourselves to potential employers and first impressions are everything. Therefore, we should know how to dress in business professional attire and how to maintain our personal hygiene.

WHAT IS NOT BUSINESS PROFESSIONAL

Business professional does not mean that guys can wear jeans, t-shirts, hats, or tennis shoes. Make sure that you don't wear overpowering colognes, because they could possibly trigger the allergies of the employer. Also, avoid socks with strong patterns. Ladies, it's best that we stick to a more classic style and not the "trendy" style at the time. You do not want to wear any type of perfume that can cause an allergic reaction to any of the employers. Avoid wearing leggings, too short skirts, too low cut blouses, and animal prints. Also, this would not be the best time to try new hair dyes and nail colors; try to stick to a more natural hair color with matching roots and neutral nail polishes. Lots of jewelry would not be the best thing to wear, such as chunky bracelets, large necklaces, or dangling earrings. Lastly, both men and women should try to avoid showing off tattoos, body art, and body piercings.

WHAT IS BUSINESS PROFESSIONAL

So what should we wear you might ask? Men, a classic style is best. We suggest that you wear a suit. Polish your shoes, wear a plain neutral set of socks that match the suit, and the belt should match the shoes. However, you can mix and match your suit jackets and pants depending on the casualty of the industry, even though it's best that you buy suits as sets.



CAREER FAIR - MARCH 28TH 2014

The 2014 Career Fair will be on March 28th, 2014. You may also want to find out ahead of time what companies are going to be attending the Career Fair. Knowing the companies that are attending gives you a reasonable amount of time to do your research on each individual company and find out which one best suits you.

To RSVP:

1. Click the Documents tab at the top of the page
2. Upload the latest version of your résumé.
3. Click the events tab at the top of the page
4. Select Capitol College Career Fair 2014
5. Select "Upload your résumé and RSVP to the event"
6. Select the employers you are interested in, and confirm your registration (please note these employers are the only employers registered right now. There will be additional registrations as we get closer to the event).

SUMMER RESEARCH OPPORTUNITIES

Interested in doing research this summer at another institution? Many of these opportunities provide housing and stipends. See the following website for details:

http://www.nsf.gov/crssprgm/reu/reu_search.jsp

CAREER CHRONICLE

CAREER SERVICES NEWSLETTER

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Wear a conservative tie, and you can choose to wear a conservative watch, class ring, or wedding band. Lastly, shower within 24 hours of the fair; don't smoke right beforehand, and wear a non-scented antiperspirant or deodorant.

Ladies it's best that we wear pant suits or skirt suits of neutral colors such as black, brown, grey, or navy blue. You should wear pantyhose when dressed professionally. Try to wear a skin colored or translucent hose with closed toe shoes no more than 2 inches high. Your hair should be pulled away from your face and should be pulled up into a ponytail or bun if longer than shoulder length. It's okay to wear makeup, as long as you remember to keep it, along with your jewelry, conservative.

WHERE TO SHOP

So you don't have to go out searching high and low for your attire to wear to the Career Fair; we have a few suggestions where you should shop. Some local places that can be beneficial to look for both students on campus, as well as at the Towers, are Burlington Coat Factory, Ross, JCPenney, and Marshalls. Each of these stores have several options for trying to find the perfect suit and tie for both men and women. Now that you found the suit that you wanted, do you need to get it hemmed or tailored? If you live on campus, stop by Laurel Lakes Cleaners located at 14134 Baltimore Ave. Laurel, MD 20707.

Every Wednesday Laurel Lakes Cleaners offers 20% off all of your dry cleaning. For those who live at the Towers don't worry we have a place for you too. Metro Cleaners located on 6211 Belcrest Rd. Hyattsville, MD 20782 is where to go for your dry cleaning and hemming. However, whenever you choose to drop off your suits, be mindful of the turnaround times. Make sure to plan ahead to get your garments back and make sure that you have an ample amount of time to try them on again, if you need more adjustments done a week or two prior to the Career Fair.

WEEK OF CAREER FAIR

The week of the Career Fair, make certain that you have prepared several copies of your resume so that you may distribute them to employers on the day of the event. If you have already submitted copies of your resume to companies online it's best that you still give them a hard copy at the Career Fair.

Try not to submit the same resume to every company. Adjust your resume to match the skills that they are seeking. It is important to think about what it is that you want to say to employers when first meeting. We suggest practicing a 20-30 second introduction to tell employers who you are. Have some questions prepared to ask the employers before you meet with them. The more thought put into your questions, the more you stand out.

DAY OF CAREER FAIR

On the day of the fair be very mindful of how you present yourself. Keep in mind that the career fair is for you to network with future employers so don't look at it as a social get-together. Remember to be engaging, speak clearly, as well as have an open mind and a good handshake; all of these factors together add up.

AFTER THE CAREER FAIR

If you received any sort of contact information from the employers, be sure to follow up with them after the fair. Be sure to remind the employer that you met at the Capitol College's Career Fair, reiterate your interest in the company, and remind them you'd be available for an interview. Lastly, always remember to thank them for their time and for speaking with you.

JOB SPOTLIGHT: PATTON ELECTRONICS

[HTTP://CAPITOL-COLLEGE-CSM.SYMPPLICITY.COM/STUDENTS/INDEX.PHP?MODE=FORM&ID=DDDE13314A6ED833BC84266FA77FB738&S=JOBS&SS=JOBS](http://capitol-college-csm.symplcity.com/students/index.php?mode=form&id=DDDE13314A6ED833BC84266FA77FB738&S=JOBS&SS=JOBS)