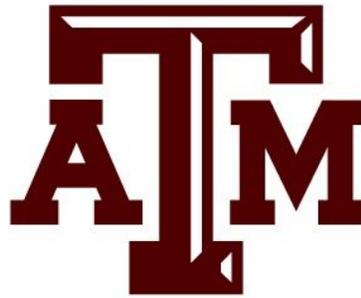


Virtual Career Fair Guide



TEXAS A&M
UNIVERSITY®

Career Center

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Virtual Career Fairs... What are they, and how do you even prepare yourself for them? The Science Career Fair Ambassadors have put together this guide to help you navigate through these unfamiliar waters and guide you towards success at the Virtual Career Fair!

Here are a few steps to take to be successful at your Virtual Career Fair:

1. Go to the Sciences Virtual Career Fair (SVCF) event site in HireAggies and see companies that are attending
2. Identify top companies and begin researching them
3. Polish and update resume
4. Register by clicking ‘Attend’ and complete your chat profile
5. Upload a PDF resume file or choose one previously uploaded to HireAggies
6. Think through logistics for the day of the Fair and plan ahead
7. Attend the Fair!

Student FAQ

For detailed guidance on what to expect at the Sciences Virtual Career Fair, refer to the Student FAQ document.

How do I prepare?

Prepare for your Virtual Career Fair the same way that you would prepare for an in-person Fair!

- ★ Research the companies that are attending
 - Read their profile, search their websites and look for news items
 - Come up with quality questions to ask recruiter(s)
 - Look for job/internship postings
- ★ Polish your resume with the help of our Career Center staff
 - See resume examples and templates at careercenter.tamu.edu
 - Use our virtual resume review tool, vmock.com/tamu
 - Attend resume review events or walk-in appointments
 - Make sure to tailor your resume to the companies that are you are interested in
- ★ Update your HireAggies profile and information
 - HireAggies can be located on the Career Center website
- ★ Identify a location and test your technology for the day of the Fair
 - Laptop or desktop computer in a quiet location with good Wi-fi connectivity
 - Identify space on campus, if needed
 - Participate in virtual events in HireAggies for practice with the platform

- ★ Pre-write your elevator pitch for each individual company using the information that you found during your research
 - You can **ALWAYS** express your interest in a company, even if you don't have that much experience in that industry. Here are two Texas Parks and Wildlife Department (TPWD) examples:

NOT MANY EXPERIENCES WITHIN ENVIRONMENT, BUT STILL INTERESTED:

Howdy! My name is _____ and I am a (class year) at Texas A&M University. I am so excited to have the opportunity to talk with you today! I have experience with various levels of (insert marketable skills/experiences, such as management) and (another marketable skill/experience), however, I have an interest in learning more about the opportunities of working for the state, specifically within TPWD. I have a passion for conservation and encouraging those around me to enjoy the beauty of this great state. I would love to know how to make myself a quality applicant for a summer internship.

EXPERIENCES WITHIN ENVIRONMENT:

Howdy! My name is _____ and I am a (class year) at Texas A&M University. I am so excited to have the opportunity to talk with you today! I have experience with various levels of (insert marketable skills/experiences related to TPWD) and (another marketable skill/experience), and I have an interest in learning more about the opportunities of working for the state, specifically within TPWD. I have spent most of my undergraduate career researching various conservation efforts and have spent XXX hours in the field, studying _____. I would love to know how to make myself a quality applicant for a summer internship.

Your elevator pitch should have the following:

Name | Major (and minor(s), if applicable) | Graduation | Position you're interested in | Knowledge of the Company | Summary of Experiences (Relevant to Company)

What should I wear?

Dress for SUCCESS! We suggest that you treat the Virtual Career Fair as you would an in-person Career Fair and wear a complete outfit, rather than just a blouse/button-down paired with a jacket. In general, business professional attire features conservative styles and neutral colors. Business professional standards often include neat hair, simple makeup and nails, and light fragrances.

Additionally, since this is a virtual fair, please do NOT use virtual backgrounds. Before attending a virtual career fair, be sure to test what your outfit looks like through your webcam. Webcams should be placed around eye level, and your body should be seen from the chest, up.



What should I have on hand during the Virtual Career Fair?

- ★ Your printed resume
- ★ Pre-written/typed elevator pitch(es) for each company
- ★ Pen and paper
- ★ Planner
- ★ A positive mindset!

| Do's | Don't's |
|--|--|
| Notify your roommates that you'll be attending the Fair | Use a digital background |
| Set aside a quiet, clean and professional looking area | Wear flashy, large jewelry or have your hair unkempt |
| Mark "favorite" employers by clicking the star button next to company name | Log in last minute/forget to upload resume prior to day of Fair |
| Add notes after each video chat | Navigate to other websites and miss your 1:1 chat window |
| Talk to as many people as possible | Lean on your hand or slouch during the conversation with the recruiter |
| Turn notifications OFF prior to Fair | Forget to send a follow-up |

How do I network after the Fair?

LinkedIn

- LinkedIn Alumni Tool: You can quickly click on the graph to filter Aggie Former Students by location, company, industry, and more.
- Groups: Joining groups that pertain to your interests to build your network
- Job Search: You can create daily or weekly job alerts. LinkedIn will also suggest jobs you might be interested in and will even allow you to save those jobs.
- People Search: Connect with the representatives that you spoke with. Include a note to remind them of your conversation. (This is in addition to your follow-up/thank you email!)
- Company Research: Follow the companies that you were interested in.

Follow-Up Email

- Send a thank you email to everyone you spoke to within 48 hours of the Fair
- Make sure to add your contact information to the email!

At the end of the day, always remember that you can do anything that you set your mind to, including a Virtual Career Fair! Gig 'em and good luck Ags, we're cheering for you!