



Tip Sheet for Students and Alumni
2013 SVA Career Fair – Friday, March 22, 2013
Metropolitan Pavilion, 125 W. 18th Street, 4th Floor

Before the Fair Preparation:

- Check the SVA website and/or CCN for a list of companies attending. Go through the list in advance, read the descriptions, and select your top ten companies with whom you would like to meet. Research these companies, find out about the work they do, so that you are better prepared to meet with each company before you introduce yourself.
- Print out 20-25 copies of your resume and bring as hard copy in a folder to keep them crisp.
- Assemble your portfolio, either as small size hard copy samples or on an iPad or laptop. It may be good to have both. (Do not rely on power, internet or wifi to access, be sure to preload and be ready to launch.)
- Think about how you will show your portfolio. If you are showing your work on a laptop or iPad, prepare to make it easily accessible on your iPad or laptop.
- Practice showing your work and talking about it.
- Create contact cards, business cards or promotional cards to leave w/ employers.

Arrival at the Fair:

- After checking in at the Student /Alumni Table, move in away from the door to the Resource Area, take a Map, and review the Company List handout.
- When you arrive, take a few minutes to survey the layout of the room.
- Find the companies that interest you on the Company List and note their table number, which is where you will find them in the room.
- Locate the table placement of the companies you are interested in, checking on the Map for their locations.
- Plan which company's table you will approach first.
- Turn off your cell phone.
- If you have any questions, ask someone at the Resource Area (not the check-in table).

(over)

At the Fair: Introduce Yourself

- Practice a clear, concise introduction. State your full name, year and area of study, remember to make eye contact, and shake hands.
- Express interest and enthusiasm to the company representative about his or her internships or job openings (have the company handout in hand for quick and easy reference).
- Let the company representative know your skills and which position you may be interested in. Ask for more information as needed.
- Give company representative your resume, offer portfolio/reel for viewing, etc. (Note on portfolios: Some employers want to look at work, others do not.)
- Ask about the application procedure and any next steps.
- Thank company representative for his or her time and let them know you will follow-up with them.
- Ask for a business card and give the employer your card or promotional card.

At the Fair: Presenting Your Materials

- If you are showing your work on a laptop or iPad, make sure it is easily accessible and turned on.
- Have a small notepad and pen handy for taking notes.
- Relax; it's perfectly normal to be nervous.

At the Fair: Between Companies/Student/Alumni Break Area

- One area of the space will be dedicated to Students/Alumni to sit down for short periods of time to review the Map and Company List and plan out your next steps. Please keep these breaks to 10 minutes maximum. The break area is small and to be shared with all attendees, so please be courteous in not lingering.

After the Fair: Follow Up

- Send a short thank-you note the day after the Fair to each company representative you met at the fair. Hand written and email.
- Your thank-you note should act as confirmation of your interest in the organization and provide a reminder of the skills you can bring to the company as an intern or staff member.
- Remind them that you look forward to hearing from them. If you don't hear from them in two weeks, send them another note with your resume attached.