



# EXTERNSHIP FAIR TIPS

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## Prepare in Advance:

- ✓ Update your resume.
  - Make sure it is current and error-free.
  - Make sure the descriptions are accurate and highlight your most valuable skills and experience.
  - Meet with the Office of Career Services to discuss your resume.
- ✓ Think about your externship goals.
  - Decide upon the skill set that you would ideally develop and the substantive work that you would ideally be exposed to in your externship work.
  - Use your goals to make decisions about the type of field office that would be your ideal externship.
- ✓ Be deliberate.
  - Check the *Externship Info* TWEN site for a list of the offices that will be represented at the Fair and research those that interest you most.
  - Prepare questions for the field offices that you will target at the Fair.

## At the Fair:

- ✓ Dress professional.
- ✓ Bring resumes to leave with each of the offices you meet with and get their business cards.
- ✓ Be deliberate.
  - On the Fair map, find the offices you researched in advance to discuss your interests and goals for the externship and ask about the type of work their offices do.
  - Get information from each office that will help you decide if an externship position there will meet your goals.
  - The Externship Fair is **solely** for informational interviewing - **not for making or accepting externship position offers on the spot.**
- ✓ Use time wisely.
  - Meet with all of the offices that you are interested in, but don't monopolize their time. They are at the Fair to meet with as many students as they can, just as you are there to talk to all of the offices that interest you.
  - If you are waiting to talk to a particular office, talk with a representative of an office who is available even if you didn't target them. You never know what doors might open!

## Follow Up after the Fair:

- ✓ Send thank you notes to those you met with.
- ✓ If they asked you to follow up with them, do so promptly and with the information they requested.
- ✓ Be deliberate.
  - When following up **after** the Fair, only accept an offer of the right externship experience for you. Shop around for the position that will most help you meet your goals.