

**PREPARING FOR THE MSCPA CAREER FAIR**

**Why should I attend?**

* To meet representatives of companies that might not interview on your campus.
* To learn more about a company than what you find on its website. You will get a sense of the company’s culture by meeting its people and asking the right questions.
* To make a great first impression – here’s your chance to stand out in person in a way that isn’t possible on a resume.
* To develop your network of career contacts.
* To get general information about career options and specific information about current job openings.
* To practice interviewing skills.

**How should I prepare for the Fair?**

* Review the valuable tips about resume writing and career fairs that are found at the back of the College Student’s Guide to Public Accounting Firms in Massachusetts
* Bring plenty of copies of your resume to the Fair; you will not need cover letters.
* Research the employers that will be participating.
* Determine which firms are of the most interest but don’t limit yourself.
* A list of participating employers is posted on MSCPAonline.org before the event
* Prepare a brief introduction and practice your handshake. For example, “Hello, my name is Jared Towne. I’m a senior accounting major at UMASS Boston and I am interested in an internship at ABC.”
* Know the dress code. You should regard the Career Fair as a professional event and wear interview attire.

**What should I do at the Fair?**

* Speak with a representative from each company that is of interest to you.
* Realize that you will have limited time with the representative. Your purpose is to make a
 positive first impression that will result in an invitation for an interview.
* Remember to listen as much (if not more) than you talk. You don’t want to dominate the conversation and you want to be considerate of others waiting for their turn.
* Be prepared to answer questions about your career goals, employment experience, school activities, etc.
* Hand the recruiter a copy of your resume and ask for a business card. Thank them for their time.
* Carry a simple padfolio to keep your resume organized and ready.
* Interpersonal skills, communication skills and business social skills are critical because employers want to hire people who can make a good impression on their clients. Have a firm handshake and make good eye contact. Smile!

**What should I do to follow up after the Fair?**

* Write an email to a representative of each company that was of special interest to you.

Thank them again for their time and mention that you enjoyed speaking to him/her. If possible, include something specific that you learned from your discussion with them. Attach another copy of your resume for their convenience.

