

PUBLIC SERVICE CAREER EXPO

PREPARATION TIPS

The NYU Wagner Career Expo is an excellent opportunity to use your interviewing and networking skills to make personal contacts with agencies that interest you. The connections you make could turn into offers down the road.

Here are some helpful hints for a successful event:



BEFORE THE EXPO

- **DO YOUR RESEARCH:** Gather information as you would for a job interview before the Career Expo. You can request a list of participating agencies from OCS.
- **PRACTICE YOUR PITCH:** Consider how you can position yourself to match the organization's needs in 60 seconds. Keep in mind to whom you are pitching and what will distinguish you from other candidates.
- **DRESS TO IMPRESS:** Since no resume precedes you at a Career Expo, the first impression the organization has of you is entirely visual. Professional attire is required for this event.

DURING THE EXPO

- **BRING YOUR RESUME:** Bring 25 copies of your resume. Most employers prefer a one-page, reverse chronological resume. If you are looking at several career tracks, you may want to have different resumes targeting different kinds of jobs.

- **SILENCE YOUR PHONE:** Speaking with a recruiter at a career fair is considered your first interview. Silence your phone, as you would in an interview.
- **INTERACT ONE-ON-ONE:** Don't visit the tables with a group of friends. Interact with the organization's representatives on your own. This is your chance to stand out.
- **MAKE A GOOD IMPRESSION:** Introduce yourself, rather than wait for the organization's representative to take the lead. Recruiters love personable candidates. Remember to have a smile, a strong handshake, and a positive attitude.
- **TAKE NOTES:** Don't assume you'll remember everything without writing information down.

AFTER THE EXPO

- **FOLLOW-UP:** Agency representatives will meet dozens of people at a career fair. It's easy to lose track of the connections you made. Follow up with a note within 2-3 business days to make sure the representative does not forget you.