



Built Environment Career Fair Tips

The [Built Environment Career Fair](#) is on Thursday, February 22 from 1 - 4 PM EST at the Center for the Built Environment and Infrastructure Systems (CBEIS). We want to make sure you are prepared and ready to engage potential employers. We understand that looking for a job can be overwhelming, so we decided to provide some tips to help you get ready.

For All Students/Alumni: Across the board, there are some commonalities that all potential employees should do to prepare for a career fair. Below is a quick overview of [career fair tips](#).

1. Do research on the company or organization - You want to make sure it is a great fit for you (check out the registered employers for bio and services).
2. Take steps toward making a good impression - Get your resume and portfolio in ready; prepare and practice your 30-second commercial; plan to dress professionally
3. Make a good impression - get there early; turn off cell phones; watch your body (virtual) language; prepare two intelligent questions
4. Make things easier on yourself - Network while waiting to speak to recruiter; speak clearly and loudly; wear your student name tag; ask for recruiter's business card
5. Follow up with company representatives: Organize swag and contact information; mail or email thank you letter as soon as possible to each employer/organization; do a follow up call two weeks after email.

We also wanted to break down some tips for each classification.

First Year Students: It is encouraged for first year students to attend the career fair. This is an opportunity to observe how upper level and graduate students are engaging with employers. This will get you ready for next year. Although most employers are interested in hiring students with specific skills and knowledge, others are focused on developing relationships with first-year students. This is your chance to make an impression and ask questions like, "how should I prepare myself for next year?", "what is your company looking for in an employee or intern?", "can I get your information so I can share some work from my classes for critique?"

Second Year Students: By the second year, your confidence level should now be a little stronger since your first year - you've taken some introductory courses, built a small portfolio, and you observed last year's fair. Now it is time to really start engaging for the internship. For design students, maybe you put together a "one pager sample of work" from your first and/or second year courses to show. The most important thing is to only SHOW YOUR BEST WORK. First, have a portfolio/folder with your research on the employer, coupled with your resume. Next, put on your best smile, approach the recruiter and shake their hand (unless there is a virus circling). Majority of the employers are alumni of our programs, so hopefully it will make you feel more comfortable.

Third Year Students: Year three is a critical year, because you have one more year to go and the position you get this year can eventually be a full-time position after graduation. This is when employers want to see if you are malleable and willing to grow with them. This is when small talk has extreme value. Be as organic as possible. For portfolios, make sure you are showing your best work. Do not get caught up in showing how well you progressed in your first two years in the program (chronological).

Fourth Year Students/Prospective Graduates: This is it! You are looking for a full-time position. You have to be on your game. Being prepared is the most important thing. Being knowledgeable about the employer and its projects will go a long way. Getting tips for your resume and portfolio prior to the fair is paramount. Showing your best work is going to set you apart from all the rest. Be confident and relaxed.

Alumni/Graduate Students: If you are still looking for gainful employment, the fair is the place to be. If you already have work experience, that is a bonus. You can talk about your roles and duties with previous employers. This will make the conversation more engaging. If this is your first time looking for a job, go back to the mindset of being a prospective graduate.

For more tips, please visit the following links:

[CAREER FAIR TIPS](#) (CENTER FOR CAREER DEVELOPMENT)

[CONVERSATION STARTERS](#) (AIABALTIMORE)

[HOW TO IMPROVE YOUR PORTFOLIO](#) (AIABALTIMORE)

[RESUME/COVER LETTER TIPS](#) (CENTER FOR CAREER DEVELOPMENT)

[PORTFOLIO TIPS](#) (30X40 DESIGN WORKSHOP)