



### **Job & Internship Fair Game Plan**

Use this worksheet as a guide as you prepare for the upcoming job and internship fair.

1. What types of opportunities are you seeking at the job and internship fair? Select all that apply.
  - Full Time Jobs
  - Internships
  - Networking Opportunities
  - Employer Information Sessions
  - Interview Experience
  - Overall Experience
  
2. Search the job fair website to see which organizations will be there and what positions are posted.
  - Organizations at the Fair: <https://www.mnpcfair.org/organizations-at-the-fair>
  - Posted Positions: <https://www.mnpcfair.org/positions-posted>
  
3. List 5 organizations you would like to connect with while at the fair, the position you are interested in, and what questions you might have for them.

Organization Name	Job/Internship Title(s)	Potential Questions to Ask

4. Practice your approach for connecting with an employer. It might sound something like this:
- Example 1: Student starts out by indicating what they are interested in.
    - *Student: Hi, how are you today?*
    - *Employer: Good! How are you?*
    - *Student: I am good! I am interested in learning more about (organization name or job opportunity). Can you tell me a little bit more?*
    - *Employer: (Tells you about their organization and/or the opportunities they are hiring for.) Is this something you might be interested in?*
  - Example 2: Employer inquires about the student.
    - *Employer: Hi, how are you today?*
    - *Student: Good, how are you?*
    - *Employer: Good! Tell me about yourself and what you are looking for.*
    - *Student:*
      - *My name is \_\_\_\_\_ and I am studying \_\_\_\_\_ at Concordia University, St. Paul.*
      - *I am looking for a (internship/full time opportunity) that would use my skills/experience in*
        - *Skill/experience 1:*
        - *Skill/experience 2:*
        - *Skill/experience 3:*
      - *It looks like you have opportunities open as a (job/internship title). Can you tell me more about that?*

5. Job Fair Checklist.

As you prepare for the fair, make sure you complete the following tasks:

- Update your resume.
  - CSP Career Advisors are happy to review your resume.
- Upload your resume to the MNPC Job and Internship Fair webpage.
  - This allows employers to review your qualifications and possibly reach out to you prior to the fair to schedule an interview. Upload here: <https://www.mnpcfair.org/upload-your-resume>
- Print off and bring 20-30 resumes with you to the fair
  - While you might only intend on meeting with 10 employers, you never know who you might have a conversation with!
- Pick out an appropriate outfit
  - Wear something that represents you as a professional and will make a good first impression. While not required, know that many attendees choose to wear a business suit.
- Register for the free lunch to connect with CSP alumni
  - Registration is required. [Register here](#) by Wednesday, February 15.
- Determine how you will get to the Convention Center
  - Whether driving or taking public transportation, know your route, cost, and parking if applicable.
  - Interested in joining the CSP travel group with Professor Dr. Eric Grube? Email Sam Herrick [sherrick@csp.edu](mailto:sherrick@csp.edu).

**Want more guidance and support prior to the fair?**

Reach out to [CareerDevelopment@csp.edu](mailto:CareerDevelopment@csp.edu) or view our additional [job fair prep material here](#).

