Preview the list of organizations participating in the event and plan a strategy for the day. Put together an "A" list and a "B" list of employers you want to target. Lists of participating employers at Southeastern OK State's career fairs are available on our website two weeks prior to the events.

Research all the employers on your "A" list. Look for current facts about the employer, including press releases announcing new projects or developments that will help you make an impression on recruiters.

Current Facts

1. 

2. 

3. 

4. 

Review job descriptions pertinent to your major for employer requirements. Note specific knowledge, skills and abilities they seek. List academic or employment experiences and activities where you demonstrated these skills.

My qualifications and selling points:

1. 

2. 

3. 

4. 

Review the employer's mission statement and look for key words that indicate the personal qualities the organization values in their employees. List 2 or 3 of your personal qualities that closely match.

My personal qualities:

1. 

2. 

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DEVELOP YOUR INTRODUCTION

Review the sample below. Using the information above, prepare and practice a brief (60-second) commercial or introduction to use when meeting employer representatives.

Hello, my name is _______. I am currently a junior, majoring in ______ and working part-time as a supervisor at SOSU’s Campus Information Services. This role has enhanced my communication, management and leadership skills. In addition, I had an internship over the summer with ABC Company where I worked in a team environment on a variety of marketing and website development projects. I recently read an article about your company’s plans for business growth in the Northeast, and I’m interested in learning more.

Create your introduction:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Practice your introduction with a friend or career counselor so it sounds conversational rather than rehearsed.
You may want to break your opening remarks into two or three segments rather than delivering it all at once.

Good luck with that all-important first impression!

For information re: How to Dress for an Interview
Go to:

http://placement.se.edu/.

Then click on “Career Info.”
Then click on “Dressing Appropriately…”

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