



### **Thomas and Mack Concourse**

**Take time before Career Day to find out which companies are represented.** Go to the Career Services homepage at <http://hire.unlv.edu> for Career Day information and a list of attending employers.

**Maximize your time by planning a strategy for companies you most want to visit.** Make sure you visit companies you are planning on interviewing with after Career Day. Check the websites of your top ranked companies prior to the event and obtain the company list and booth locations when you walk in.

**Make sure your resume has been proofread and is ready to sell your skills.** Make sure you have a professional resume and a minimum of 50 copies on bond paper. Consult with professionals in Career Services to insure your resume markets you effectively.

**Prepare your 30 second ad.** A two to three line script about yourself to generate interest from the employer within the first few minutes of the conversation. Include your name, class year and interest in full-time, internship/co-op positions or career exploration. Follow with your career interest, your major(s), and why you came to the company's table. Be professional, smile and stay focused on the company.

**Dress Professional, but wear comfortable shoes.** Limit jewelry and trendy looks for more classic business attire. More detailed information on dress for the interview can be obtained at the Career Services resource library and website.

**Don't skirt the issues.** Lower than average GPA? Visa issues? Lack of career related work experience? Emphasize your strengths, but if pressed to answer these difficult questions provide an honest answer.

**Right company, wrong position.** Be aware that often the company is promoting positions they view as the college grad's entry into their company. However, don't be afraid to ask the recruiter for a contact within the organization that can provide you with more information on your special area of interest. Express your appreciation to the recruiter for the referral and keep them in the communication loop.

**Follow-up on contacts made.** Collect business cards from employers that you interact with at Career Day. After you have collected the cards write a personal reminder of the recruiter on the back of each business card. Follow up with the recruiter, the following week, to let them know that you enjoyed meeting them and to check on the status of your resume.