

Minnesota Private Colleges' Job & Internship Fair

Research Employers & Develop Questions

Research Employers – Make sure you spend time doing this!

- Review employers attending the fair at <http://mnpcfair.org>
 - Make a list of employers you want to visit at the fair
- Two ways to search
 1. Look for **employers** within your field of interest
 - For example: a computer science major might look at the organization type – “Technology/Engineering” to see a list of tech companies at the fair
 2. Look for **positions** of interest at any organization
 - For example: the same computer science major might be interested in the *Enterprise Technology Infrastructure Internship* at Securian Financial (not a tech company)
- *How many employers will you talk to at the fair? Make a game plan now so you're not overwhelmed. There will be nearly 300 employer booths!*

How to Research Employers

Knowing information about an employer before you attend the fair is not only helpful and very important, but also **expected by employers**. You will make a much better impression if you are prepared with some basic information about the organizations attending such an event.

- **What is something that stands out to you about the organization that you admire/find inspiring/makes you want to work there?** (mission, populations served, community involvement, awards/recognitions, etc.)
- **What are the main products and services of the organization?**
- **What is the organization's mission and values?**
- **What is the brief history of the organization** (when did they begin, how, where)?
- **Has there been any recent news related to the employer?** (Google them!)
- **How big is the organization? How many employees do they have?**
- **What positions do they typically hire?**
- **Where are they located? Is there more than one location?**

Practice Your Elevator Pitch

What To Say

- Introduce yourself
 - Name, school, and major
- Shake hands
 - Practice with a friend first!
- Ask an open-ended question
- Be prepared to respond with info about yourself
 - Interests, strengths, past experiences
 - Your responses should align with the skills and qualities they are looking for in new hires
- Ask another question

How To Say It

- Speak loudly and clearly
 - The convention center is noisy; make sure they can understand you!
- Make eye contact and smile
- Make the interaction conversational
 - This will put you both at ease

Prepare Questions for Employers

Good Questions

- Your website says X...can you tell me more about that?
- What qualities do you seek in candidates for this position?
- After discussing certain types of positions...Do you anticipate any internship opportunities this year?
- I'm looking for a position that will enable me to grow my skills in X. What professional development opportunities are available here?

In depth, conversational, shows you did research, shows you are serious and interested in *them*

Bad Questions

- What does your company do?
- How much does this job pay?
- What jobs do you have?

Short, shows you didn't do research, shows you aren't serious about them – shows you're more interested in yourself

Prepare Your Resume

- Get your resume critiqued by the Strommen Center
 - Do this early so you can upload it to the job fair website to be considered for pre-select interviews
 - See our resume drop-in schedule on the Strommen website
- Resume samples are on the [Strommen website](#)

Corey Campus

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EDUCATION

Augsburg University, Minneapolis, MN May 2019
Bachelor of Arts in Communication Studies (Spanish Minor)
GPA: 3.79

Related Coursework

- Intercultural Communication, Business and Professional Speaking, Public Relations/Promotional Communication, Marketing, Mass Media and Popular Culture

LEADERSHIP & CAMPUS ACTIVITIES

Augsburg University, Minneapolis, MN January 2017 – Present

Resident Advisor

- Advised 20 first-year students on conflict resolution, time management, and adjustment to college life
- Role-modeled, enforced, and effectively communicated the college's rules and regulations
- Recruited and trained volunteers to help in campus activities by creating posters, speaking to student groups, and sending targeted emails

Augsburg Student Government, Minneapolis, MN

September 2016 – Present

Public Relations Officer

- Support and advocate for student concerns, needs, and activities
- Leveraged support for key campus and community issues, including a student debt resolution
- Write interesting and effective press releases and maintain the student government website

Augsburg Student Senate, Minneapolis, MN

October 2015 – May 2016

Sophomore Class Senator

- Served as the primary student voice and liaison between the administration, faculty, and staff and the sophomore class
- Determined optimal ways to communicate information to peers
- Developed and implemented a communication plan

Augsburg University, Minneapolis, MN

September 2015 – December 2015

Emerging Leader

- Explored various theories of leadership and developed personal leadership style
- Analyzed the power that language and communication have within personal interactions and group dynamics
- Studied conflict styles and enhanced skills in conflict management
- Vastly improved communication style and practiced various forms of effective communication

VOLUNTEER EXPERIENCE

Minneapolis Homeless Shelter, Minneapolis, MN June 2016 – August 2016

Volunteer

- Served daily hot meals to the homeless and provided referrals to community resources
- Communicated with a diverse team of volunteers and professional staff to coordinate food preparation and distribution

Download the App

MNPC Job Fair
has gone mobile!

Download it now!

