

## 2012 CAREER EXPO

### HOW TO MAKE THE MOST OF THE CAREER EXPO

---

On **Thursday, March 8, 2012**, NYU Wagner will host its annual **PUBLIC SERVICE CAREER EXPO**. Like all career fairs, the Expo is a great opportunity to network with professionals in your field, while making connections that can lead to job offers in the future. The following tips will help you make the most of this event and other career fairs of this type.

For more information about the 2012 Public Service Career Expo, visit: <http://wagner.nyu.edu/careers/events>

---

#### **BRING TAILORED COPIES OF YOUR RESUME**

Create a targeted and customized version of your resume for every industry that interests you (e.g. finance, policy, research). If you are interested in specific positions at any of the attending organizations, create a customized version of your resume for each position and apply (as instructed on the job description) prior to the Expo. At the Expo, give a copy of the resume and cover letter that you submitted to the organization's recruiter, and discuss your interest in the position. Your resume must be professional—free of errors, formatted in a reader-friendly style, and printed on white paper. For resume writing tips, visit: <http://wagner.nyu.edu/careers/guides>

#### **DRESS FOR AN INTERVIEW**

Professional attire is required for all career expos. Your appearance should indicate that you are serious and ready to work. As such, no one wearing jeans or sneakers will be permitted entry to the 2010 Public Service Career Expo.

#### **RESEARCH THE ATTENDING ORGANIZATIONS IN ADVANCE**

Review and research the list of attending organizations in advance. For the OCS Public Service Career Expo, this list can be found on the Career Directory: <http://wagner.nyu.edu/careers/events> Gather as much information as you would need to prepare for an interview. Determine how your interests, skills, and experiences match the organization's needs. If the employer does not have positions available, prepare to speak with her/him anyway. Your next job opportunity may come from this conversation.

#### **PRACTICE YOUR 30-SECOND PITCH**

Imagine that you only have 30 seconds with a recruiter. How can you position yourself to match the organization's hiring needs? With your audience in mind, prepare and practice a statement of the relevant attributes that distinguish you from other candidates. Be direct. Tell the recruiter exactly what you want her/him to know about you.



Robert F. Wagner Graduate School of Public Service

**HAVE A SMILE, FIRM HANDSHAKE, & POSITIVE ATTITUDE**

Recruiters love a personable candidate who can initiate a conversation. Do not expect the recruiter to make the introduction for you.

**DON'T CRUISE THE TABLES WITH A GROUP OF FRIENDS**

Interact with the recruiters on your own. This is your chance to stand out.

**TAKE A CARD / GIVE A CARD**

Make sure that you get a business card from all of the recruiters you meet. Take notes on the back of each card to remind yourself of what you spoke about and what follow-up action is needed. Be sure to give the employer your business card in return.

**TURN OFF YOUR CELL PHONE**

Meeting with a recruiter at the Expo can be the equivalent of a first interview. Make sure your cell phone does not ring during the conversation.

**FOLLOW UP**

Recruiters will meet dozens of candidates at career expos. Sometimes, they let a promising candidate slip through the cracks. Send a follow-up note so that they won't forget you.

---

**» TO LEARN MORE** contact us at:

*NYU Wagner Office of Career Services  
The Puck Building  
295 Lafayette Street, 2nd Floor  
New York, NY 10012*

*wagner.nyu.edu/careers*

*Tel. 212.998.7474*

---

**wagner.nyu.edu/careers**