About Career Services
Career Services is here to assist you throughout your academic career and beyond. Services offered include:

- Major and Career Advising
- Job/Internship Search Assistance
- Résumé Writing & Cover Letter Assistance
- On-site Career Library
- Seminars on numerous career-related topics
- The Bishop Network (Alumni Networking)
- BishopLink (online job/internship database)
- Career Fairs & Special Events
- Extensive Website with links and information
- Drop-In or Scheduled Appointment with a Counselor
- Mock Interview Program

Why Attend?
- In a single location, you can talk with many potential employers or graduate school representatives who are actively interested in recruiting candidates.

Career Fairs:
- Presenting yourself to employers provides valuable training for future interviews.
- You have the opportunity to ask questions of specific employers, which can help you to better understand the hiring process.

Graduate/Professional School Fairs:
- If you’re unsure of which program you want to pursue, you can gather information for various programs and ask questions of those representatives.
- If you know what career field you want to enter, you can begin to clarify your goals and compare schools.

Annual Fairs:
On Campus:
- OWU Career Fair & Grad School Expo (Fall semester, Benes)
- Internship & Summer Job Fair (Spring semester, Benes)
Off Campus:
- OFIC CareerFest (Spring semester, Aladdin Shrine, Columbus)
- Teach Ohio (Spring semester, Aladdin Shrine, Columbus)

Office of Career Services
Hamilton-Williams Campus Center 324
Tel: 740-368-3152
http://careers.owu.edu/
careers@owu.edu

Drop-In Hours:   Monday – Friday
                 1:00pm – 4:00pm

2011 - 2012 Edition
Before the Fair

Career Fairs:
- Schedule a mock interview with Career Services; although formal interviews are rarely held at a career fair, this practice will help you feel more comfortable as you talk with employers.
- Research participating employers and positions; focus on those matching your career interests.
- Review employer websites so that you can ask informed questions.
- Prepare a brief, 30-second “commercial” to introduce yourself and let employers know why you’re interested in them. Assess your skills and interests, know what you have to offer, and be ready to discuss your fit with specific organizations and positions.

Graduate/Professional School Fairs:
- Before the fair, research participating schools and programs and focus on those matching your interests. Meet with a Career Services advisor who can help you focus on career areas matching your interests and skills.
- Review school websites to help you prepare informed questions.
- Talk with faculty about their opinions on specific programs.
- Think about your career goals and be prepared to talk with representatives about them.

During the Fair

Come early! Some recruiters leave before the end of the fair. Maintain good eye contact and offer a firm handshake.

Career Fairs:
- If you’re seriously looking for employment, wear a business suit. First impressions are very important and looking professional will increase your confidence.
- It is a good idea to talk first with an organization you aren’t as interested in to help you practice before approaching those employers you really want to impress.
- Take résumés for everyone you plan to talk with, although many employers will ask you to apply online. If you make a positive impression while talking with recruiters, they may mark your résumé as one to remember.
- Ask recruiters for information about applying online—what format do they prefer, who will be receiving the résumé, when will you hear back, and should you follow-up?

During the Fair cont.

Career Fairs:
- Don’t pass up an organization based on what you think they do; many will offer positions in various fields. For example, a non-profit might have positions for accounting or public relations.
- Collect business cards for following up; for those who don’t have business cards, take paper and pen to write down names after you leave the table.
- Maintain your energy and show enthusiasm.
- Don’t grab all the free stuff; you want to appear more interested in the recruiter than in the free pens or candy.

Graduate/Professional School Fairs:
- Dressing in business casual attire will increase your confidence when meeting representatives.
- Be prepared to ask pertinent questions about a particular program area, and ask how you can best prepare to enhance your chances of being accepted.
- Ask questions about the application process, as well as deadlines.
- Ask about assistantships, fellowships and other forms of financial aid.
- Take business cards for follow-up.
- If you’re not interested in a specific school but they have a program area of interest to you, talking with the representative may give you information and advice you can apply to schools in which you are interested.

After the Fair

Meet with a Career Services advisor to discuss strategies for continuing your job/internship search or graduate school planning.

Career Fairs:
- Always send a thank-you letter within 24 to 48 hours after the fair. This can be a combination thank-you and cover letter reinforcing your interest and why you would be a good fit for a specific position or organization. Refer to Career Services’ Cover Letters Plus handout for sample letters.
- Regular mail or e-mail are both appropriate ways to send your follow-up letter. If you use e-mail, be sure these are written in formal business style.
- Complete any application requests from the employer, which will often include an on-line application and/or résumé and cover letter.

Graduate/Professional School Fairs:
- Follow up with a thank you letter, and include any questions you may have.
- Discuss your impressions of different schools with your professors and create a timeline for graduate school applications.
- Meet with a Career Services advisor to discuss graduate school planning.