



Northeastern University

University Career Services

Step by Step Guide to Career Fair Success for International Students

- Read carefully Career Fair FAQ's on our [website](#) for an introduction to Career Fairs: how to prepare and plan, how to approach employers and how to follow up.
- Review [Top Ten Tips for International Students](#) on the International page of Career Services [website](#). Also review the PPT presentation Career Fair and Job Search for International Students.
- Plan ahead to have proper business dress for the career fair.
- Review list of employers interested in hiring international students. If you do not know the companies, go to the complete career fair [employer list](#) on the website and filter the whole list by major to find employers looking for students in your major.
- Review the [list of employers interested in meeting international students](#) to find employers interested in your major AND interested in meeting international students.
- Research jobs employers are posting in HuskyCareerLink to see if your skills and experience match what they are looking for.
- Research employers' websites to learn what the company does, where it does business, what its mission is, something unique that interests you about the company.
- Create your target list of employers: employers interested in meeting international students in your major, **where your skills and experience match well what the employers are looking for in their job postings**. If the jobs are not listed in HuskyCareerLink, go to the employer website and look for the Careers section, particularly the "university" or "college" section, or the "new grads" or "students" section. If your skills and experience do not match well, skip that employer and go on to the next. Focus your efforts where you are most likely to be successful: where the match is best.
- Make a plan to speak with the employers on your target list. When you are at the fair itself, you will have a handout that tells you how to find them.

- Prepare a short (30 -60 seconds) elevator speech, like one using the template below:

I am _____ (your name), a student in _____. (field) I will graduate in _____. I am interested in the _____ (co-op? full time?) _____ (position title) position at _____ (company name) I have the _____ skills and experience that your job description describes. _____ (the company name) interests me because _____

ADD something about yourself that is positive and memorable.:

- ▶ My last employer said “_____”. I am _____..

- **Again, review Career Fair FAQ's!**
- **Download the Career Fair brochure, with company lists and a floor plan, from our website. It will be coming soon!**