

# Get Ready for the Career Fairs Spring 2025

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center

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**Engineering**  
Arizona State University

Every semester, ASU has multiple career fairs for students. We've got a set of simple tips to help you prepare for these events. First, let's talk about the dates for the career fairs:.....

## Spring 2025: SSEBE Majors (Undergrad students, Graduate students, SSEBE Alumni)

Fair	Dates	Platform	Links for Information
SSEBE Career Fairs (SSEBE majors or by employer invitation)	Civil/Env Engr: Feb 11, Feb 19 CM/CNE/CON: Feb 13*, Feb 18* All SSEBE Majors: Feb 12* <i>*Grad students: 8am-noon; Undergrads 1pm-5pm</i>	In person	<a href="https://asu.joinhandshake.com/career_fairs">https://asu.joinhandshake.com/career_fairs</a>

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1. Let's review the dates for the SSEBE career fairs. These 5 days are only for SSEBE majors (Civil Engr, Env Engr, Construction Engineering, Construction Management) and **non-SSEBE students/alumni who have been invited by employers to these events.**
2. Note that most fair dates are split by grad/undergrads and time to attend is different for each group of students.
3. Check Handshake to determine which employers are attending what dates.

## Spring 2025: Fulton Graduate Students (MS/PhD), Fulton Graduate Alumni

Fair	Dates	Platform	Links for Information
Fulton Schools of Engineering On-Campus Career Fairs	Polytechnic Campus: <b>Feb 13</b>	In person	<a href="https://asu.joinhandshake.com/career_fairs">https://asu.joinhandshake.com/career_fairs</a>
Company Info Sessions	<b>See Handshake for details</b>	In person and virtual	<a href="https://app.joinhandshake.com/edu/events">https://app.joinhandshake.com/edu/events</a>

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1. If you are not in SEEBE, and are a graduate student: Fulton will have one on-campus career fair for graduate students this semester: Feb 13 at the Poly campus. This fair is open to all ASU students and ASU alumni, regardless of location of their programs (Tempe majors, Poly majors, West Valley majors, and online students can all attend this event).
2. Fulton will host one online fair, Jan 29, for all Fulton students and alumni (including online and on campus majors). The platform used is CareerEco, and requires registration on that platform.
3. Graduate students are encouraged to meet with employers at Company Information Sessions for additional career opportunities. These are held by companies, either online or in person. Check Handshake to see the session dates.

## Spring 2025: Fulton Undergraduate Students, Fulton Undergraduate Alumni

Fair	Dates	Platform	Links for Information
Fulton Schools of Engineering On-Campus Career Fairs	Tempe Campus: <b>Feb 11-12</b>	In person	<a href="https://asu.joinhandshake.com/career_fairs">https://asu.joinhandshake.com/career_fairs</a>
	Polytechnic Campus: <b>Feb 13</b>		
ASU-wide Career Fairs	Undergraduate Internship Expo, <b>Feb 20</b>	In person	<a href="https://asu.joinhandshake.com/career_fairs">https://asu.joinhandshake.com/career_fairs</a>
	Undergraduate Career and Internship Connection Day, <b>Feb 25</b>		

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1. Besides those options (from the previous slide), Undergraduate Fulton students will have an additional career fair this semester: Feb 11-12 at the Tempe campus. Open to all FSE undergrad students and undergrad alumni, regardless of location of their programs (undergrads from Tempe/Poly/West Valley/online can all attend this event).
2. Poly: Undergraduates and undergraduate alumni can attend the fair at the Poly campus, open to all ASU students and alumni.
3. As a Fulton undergraduate student, you can also attend the overall ASU Undergraduate Career Fairs: some employers will attend both the ASU-wide and the Fulton fairs, some only one of them.
4. Which employers are attending: Check Handshake to determine which employers are attending what dates.
5. Q: What if I am an ASU Fulton undergraduate alumni and am in graduate school at ASU now?  
A: You can attend all of the career fairs listed here, if you are an

undergrad ASU Fulton alumni.

6. Now, let's review what you need to do to get ready for these events.....

## Today's goal: what you need to do, NOW

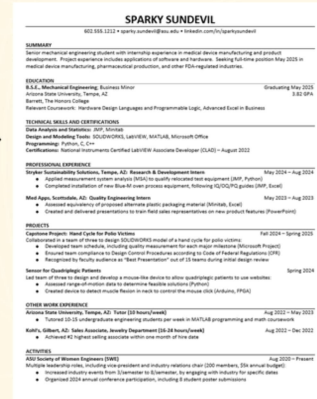
1. Résumé
2. Learn about interviewing
3. Research companies
4. Apply
5. Prepare to interact



1. This is designed to be a fast and efficient survey of the things you need to do to be successful at the career fair.
2. We will not cover any of the topics in detail here in this workshop.
3. You can do all of these things, NOW – do not wait until just before or the day of the fair.
4. Each semester, we have a full calendar of events planned to address every part of readiness: resumes, job search, and the other elements. These events occur through live, online workshops: see Handshake for the full calendar of “Engineering Workshops” to sign up for these.
5. Also, our website has many of the presentations and other materials (<https://career.engineering.asu.edu/>).

# Résumé: use the standard format

<https://career.engineering.asu.edu/resumesandresources/resumes/>



1. Use the standard format: recruiters developed this sequence of the sections and like it. Want to “look different”? No, you don’t – you ARE different. Using the standard allows your “difference” to be easily identified.
2. This format is compatible with most automated Applicant Tracking Systems and provides a simple, easy-to-read sequence of your qualifications.
3. Every year, we look at best practices in developing a technical résumé . Some of the basics will never change:
  - Use good grammar
  - Ensure your spelling is perfect
  - Check formatting (note, most AI systems do not do a thorough job of this)
  - Include the skills the reader (hiring leader) is seeking and has listed in the job description.
4. Find the sample resumes? Go to the link and ....





# Samples and other tools

<https://career.engineering.asu.edu/resumesandresources/resumes/>

**Find sample résumés here**

Tip: Use the standard format:  
*recruiters prefer it!*

**Watch the video for more information**

**Read the presentation for tips on each sample**

Write Your Résumé

Use your own individual experiences, projects and strengths. Reflect keywords from software and responsibilities listed in the job description in your résumé.

[Résumé Example: First-Second Year Student](#)

[Résumé Example: Software-related majors](#)

[Résumé Example: Engineering and other majors](#)

[Résumé Example: Experienced Engineer](#)

[WATCH Résumé Basics in 10 Minutes](#)

[Resume & cover letter presentation](#)

**Tip: Get a review of your résumé:**

<https://skillsfirst.com/organizations/asu-engineering>

All the samples, the video, and the workshop presentation are on the website. What else? Your Handshake profile....

# Don't forget about Handshake

- ❑ Complete your profile
- ❑ Make profile “visible”
- ❑ Upload résumé and “Feature on Profile” (make visible)

The screenshot shows a Handshake profile for Barbara Haney, a Master's student in Chemical Engineering at Arizona State University. The profile is 35% complete. Three red circles highlight specific areas: 1) The 'Add Photo' button, which is currently empty. 2) The 'My Journey' section, which contains a text input field for a description of the user's passions and goals, currently blank. 3) A red warning icon and text stating 'Your profile is hidden from employers', indicating that the profile's privacy settings are set to 'Hidden'.

What's wrong with this profile?

- No photo
- My Journey: Missing a description of “what you are looking for” – not really “passion”: show off the professional you.
- And worst of all: the Profile is hidden – employers can't see anything about you.
  - Employers may seek students in Handshake by searching for majors, keywords, and other criteria – and invite those students to networking events.
  - Handshake allows 3 levels of privacy – check yours to ensure that employers can find you.

What else? Learn about interviewing...

# Learn about interviewing – yes, now

<https://career.engineering.asu.edu/resumesandresources/interviewing>

Interviews may be during the career fair, or shortly after

The screenshot shows the ASU Career Center website. The header includes the ASU logo and navigation links: Home, Handshake Login, Students (circled in red), Employers, Events, About, and Latest Jobs. The main content area is divided into four columns: Pathways, Career Planning, Resources, and Credit and Experience. The 'Career Planning' column contains a link for 'Interviewing and Negotiation' (circled in red). Other links in the 'Career Planning' column include 'Advice from Hiring Managers', 'Career Plan and Competencies', 'Résumés, Cover Letters and Recommendations', 'Internship and Job Search', 'Portfolios', 'Networking and Mentorship', and 'Career Fair Info for Students'. The 'Resources' column includes 'SkillsFirst Resume Review', 'CareerSpots- Quick Videos', 'GoinGlobal', 'Professional Organizations', and 'Employers On Campus'. The 'Credit and Experience' column includes 'Unpaid Internship?' and 'Internships for international students (CPT/Pre-OPT)'.

Start learning, now, about what to expect and how to prepare yourself to shine.

See the link to the presentations on our website, or attend a webinar on this topic. You can find those webinar dates and times in Handshake.

Just looking for a job? What if an employer calls you for an interview – you don't want to get that call and not be prepared.

What else? See which companies are attending....

# Research companies and positions

Who is coming?  
see Handshake:  
“Events”->“Career  
Fairs at your school”

“Favorite” and “Join  
the event”

ASU-Fulton Engineering Undergraduate Online Career Fair 9/16  
Wednesday, September 16th 2020, 9:00 am - 4:00 pm MST  
Fulton Schools of Engineering Career Center - Tempe  
Virtual

All Employers Employers I'm Following

2 months away

Employer Attendees  
Nationwide Kiewit Epic  
Nationwide, Kiewit, Allstate Insurance Company, Epic and 2 other employers are going.  
See more employers

Contact  
Lauren Majure  
lauren.majure@asu.edu

Career Fair Description  
Are you a Fulton Engineering undergraduate student or alumni?  
Please join us to connect virtually with employers looking specifically for you.

Event Details  
Wednesday, September 16, 2020  
9 am - 4 pm PDT/MST

We will be facilitating the event through CareerEco. Please register here in Handshake and then follow this link directly to also register with CareerEco: <https://www.careereco.com/events/ASU-Undergrad>

Things to keep in mind  
-If possible, we recommend turning your camera on during the event. If you do have your camera on, remember to dress professionally.  
-Make sure your name is spelled correctly when you log into the event. This makes it easier for recruiters to identify and find you.  
-Have your resume accessible to upload or email if requested to by a recruiter.  
-Research the organizations that are registered to attend in advance! They all have accounts in Handshake, and many also have their open positions posted.

Prepare for the Fair  
We want to make sure you are fully prepared and ready to make a positive, professional impression during this virtual event. Be sure to check for Fulton Schools Career Center's upcoming career fair prep sessions and career development workshops in Handshake. <https://asu.pershandshake.com/events>

1. Find this information in Handshake: employers must register in Handshake.
2. “Favorite” and “Join” – allows communication about the event in case of changes.
3. You do not need to register ahead of the fair to attend – access badges are printed at the event each day.
4. You do need to meet the eligibility requirements of each fair to attend.

What else? Apply...

## Apply and prep

- Apply to positions BEFORE the career fair
- Attend info sessions and tabling events by employers

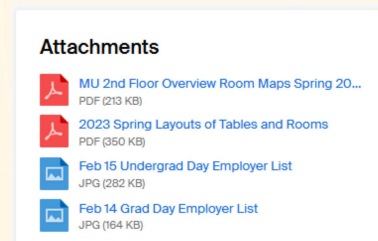


1. This is a hot tip – APPLY BEFORE THE FAIR.
2. Why?
  - Most companies will not formally interview you unless you have applied. Do not expect to be called for an interview without applying first.
  - You want to go to the fair and be able to tell the company rep that you have applied to position “ABC, a \_\_ internship at the Dallas TX location”.
  - This shows your interest in the company: you have checked out the open positions and have taken the time to apply to a specific role.
3. Don't find positions listed? This is an indication that the company is not hiring this type NOW. You may want to ask about this with the rep.
4. Don't be afraid to attend all of the events (company info sessions and other sessions) hosted by companies. They consider this as a measure of your interest, not that you are bothering them.

What about the day of the career fair? Here's what you need to know....

## At The Career Fair: Details

- Dress for it: Look like you are taking this seriously
- Stuff: Do not bring backpacks, boards, or scooters
- Check-in: **Bring your Sun Card (card or mobile version)**
- Room layouts and employer lists:
  - Maps posted at end of hallways
  - Look for “Attachments” in Handshake



1. You must check-in for your entry badge (whether you have registered or not).
  2. What companies are coming, and where are they? Check information in Handshake for the lists and maps.
- Then what? Have a strategy....

## At The Career Fair: Strategies

- Bring your resume – plenty of copies
- Pick the employers you want to speak with
  - Expect long lines at popular employers
  - Start with smallest line
  - Don't overlook unfamiliar employers
- Be ready to discuss you as a candidate for one of their jobs:
  - Have the job posting # with you

Unfamiliar employers are opportunities. Use your phone, figure out who they are and who they are seeking. Even if you have not applied ahead of time, use this opportunity to engage with employers – you can apply after the fair.

Then what? Here are your goals....

## Prepare to interact: 2 goals



**#1: Present yourself:  
confident, competent,  
and enthusiastic**



**#2: Determine next steps:  
the company's interview  
plans**

1. Have a Padfolio of resumes, job descriptions, and be able to take notes.
2. Have resumes out.
3. Present Yourself: "I have applied to position 3345, a development engineering internship at the Dallas TX location. As you can see, I have the project experience through my coursework that aligns with the desired qualifications for this position. Can I tell you more about my qualifications?"
4. Let the rep lead this part of the conversation.
5. Be prepared to ask questions about the company, job, location.
6. Determine Next Steps: Ask about the plans for this position: "Will you be interviewing on campus for this position?" "How will applicants be contacted?" or similar.
7. Then thank the rep and move on – other students are waiting.
8. Let's go through some detailed examples:....



## What do I say? Example: You applied

- Have your resume out and hand it to the representative
- Introduce yourself:
  - *“Hi, I’m Sparky Sundevil.*
  - *I’m a mechanical engineering senior, and I will graduate in May.*
  - *I’ve worked as an intern at [ ] and was involved in [assessing manufacturing quality] during that internship.*
  - *I’m seeking a [full-time role] in [manufacturing, quality, and other engineering applications].*
  - ***I’ve applied to the manufacturing engineering role, position [2346].”***

If there is a position that you are interested in, and you have applied to it: start with this.

## Example: Don't see jobs for you

- Introduce yourself:
  - *“Hi, I’m Sparky Sundevil.*
  - *I’m a mechanical engineering senior, and I will graduate in May.*
  - *I’ve worked as an intern at [\_\_\_] and was involved in [assessing manufacturing quality] during that internship.*
  - *I’m seeking a [full-time role] in [manufacturing, quality, and other engineering applications].”*
  - ***“I have looked on your website and don’t see any full-time positions for those kinds of roles. Will those be posted later in the semester?”***

If you think the company has these jobs, but don't find them when you look.

## Example: Have questions about jobs

- Introduce yourself:
  - *“Hi, I’m Sparky Sundevil.*
  - *I’m a mechanical engineering senior, and I will graduate in May.*
  - *I’ve worked as an intern at [\_\_\_] and was involved in [assessing manufacturing quality] during that internship.*
  - *I’m seeking a [full-time role] in [manufacturing, quality, and other engineering applications].”*
  - ***“I have looked on your website and see that there are [several roles that interest me] [multiple locations for \_\_ ]***
  - ***I haven’t applied yet, because I want to know [....]?”***

If you have checked out the jobs, but have questions about them and don’t want to apply before getting those answered.

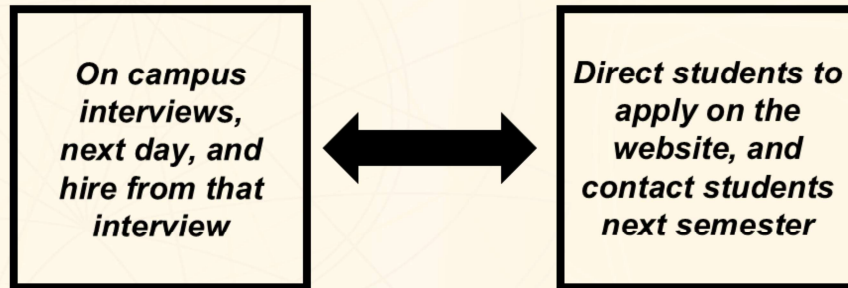
## Typical Questions: from and for the rep

- From the rep:
  - “Tell me what’s on your resume.”
- From you, speaking to rep:
  - “I see that this role has multiple locations. Can you tell me how candidates are assigned to the different locations?”
  - “I’ve applied to two different positions. I see that the job descriptions are very similar. Can you tell me how the [job A] and [job B] roles differ?”
  - “Can you tell me the plans for interviewing candidates for this role?”

Reps want you to be able to summarize your resume and align it to the jobs that they have, without requiring them to read your resume first.  
Be prepared to describe items from your resume in more depth, using terminology appropriate for the job, company, and industry.  
Be ready with questions for the rep.

## What happens next? Depends...

Company processes differ widely:



This is why you ask about the plans for this position.

The role of the rep on campus differs in these scenarios.

Reps have power, authority, and knowledge: be sure to treat the rep respectfully.

# Additional Information

- **1:1 and small group sessions on career topics:** use Handshake:
  - “Career center”-> “Appointments”->“...New Appointment”->“Fulton...->pick the topic and date/time options
  - “Events” -> “Career center guidance events”
- **Resume review:** <https://skillsfirst.com/organizations/asu-engineering>
  - Use AI tools to review your resume and compare it to a job description
  - Submit your résumé for review without an appointment
- **Practice interviewing:** <https://asu.biginterview.com/>
  - Learn about interviewing and practice via video – plus optional AI-generated feedback
- **“Advice From Industry Professionals:...”:**  
<https://career.engineering.asu.edu/resumesandresources/internship-job-search/>
- **Fulton Schools Career Center website** <https://career.engineering.asu.edu/>
  - Presentations and tools

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Handshake:

1:1 appointments: access Events and Career Center from the landing page, top left hand corner (on a computer)

Engineering Workshops (small group sessions) on career topics: access Events from the landing page, top left hand corner (on a computer)

Resume Review, offline: We have SkillsFirst as an option. You can use the AI tools and then submit for a review by the FSE Career Center staff.

Big Interview: lots of information about interviewing, as well as online practice sessions.

For advice on how to get the job you want, check out the “Advice From...” interviews on our website. These contain interviews with recruiters, hiring manager, and senior professionals involved in the hiring process.

All of our presentations and tools are found on our website.

## What about online career fairs?

1. Résumé
2. Learn about interviewing
3. **Register**
4. **Learn about the platform**
5. Research companies and **“Express Interest” for each employer**
6. Apply
7. Prepare to interact



## Why online career fairs?

### **Companies want them**

- Connect with on-campus and on-line students in one event
- Can put different reps on the platform

### **More opportunities for students**

- Use time before, between, and after classes
- Can submit your resume to the event, even without attending

PRESENTER NOTE: REMOVE THE ONLINE FAIR SLIDES AFTER THE END OF THE ONLINE FAIRS FOR THE SEMESTER

- Easy for company reps to attend – no travel



## Register and learn about the platform

- Create your account on CareerEco: <https://www.careereco.com/User/Login>
- Review the tutorial and materials provided on CareerEco's site
- Register for the fair(s) you are attending
  - *Use your name as you want companies to see it*

PRESENTER NOTE: REMOVE THE ONLINE FAIR SLIDES AFTER THE END OF THE ONLINE FAIRS FOR THE SEMESTER

Name: Be sure to use a consistent name – sound silly? Make it easy for companies to find you – be careful with nicknames, using middle names, hyphenated names, ... Your name should match the name on your résumé.

## Prepare: How does this work?

- You will “enter” the employer’s “main room”
  - Before the career fair, type out and save:
    - **Your basic introduction**, to be customized per employer
- Be ready:
  - Check all systems ahead of time: audio, webcam, background
  - Have your camera set up correctly:
    - Light source in front of you
    - Look into your camera
  - Be dressed in career fair attire

Sound simple? Let’s look at the details....

## Prepare: How to Enter The Group Chat

- Read through the existing chat (1-2 pages of it)
- **Copy in your customized introduction** and a couple of questions ***all at once***, so it doesn't get separated by other attendees' chats:

*"Hi, my name is <>, I am a <academic level> in <major>.*

*I have experience in <2-3 skills that they would be interested in based on their postings or company mission>.*

*I have uploaded my résumé to this site.*

*I have also been to your website (and applied to <job title, posting #>) or/and I have questions about job and posting #s before I apply. Could you tell me more about <xxxx>?"*

PRESENTER NOTE: REMOVE THE ONLINE FAIR SLIDES AFTER THE END OF THE ONLINE FAIRS FOR THE SEMESTER