



career connections

Creating a world of possibilities

Careers, Internships & Jobs in Science/Business/Government

November 19, 2009

11:00am – 2:00pm

Science Center Lobby- Keene State College
Coordinated by Academic and Career Advising

AFLAC, Keene, NH (www.aflac.com)

Contact: Joel P. Hannon (603) 731-4262 (joel_hannon@us.aflac.com)

- AFLAC is the #1 company selling voluntary benefits business-to-business. We are looking for full and part-time reps. This is a licensed position. AFLAC reps enjoy working out of their home offices and create their own schedules. We are looking for individuals who enjoy working with minimal supervision for sales and marketing positions.

Antioch University New England, Keene, NH (www.antioch.edu)

Contact: Laura Andrews (*KSC Alum*) (603) 283-2131 (landrews@antioch.edu)

- Antioch University New England offers master's and doctoral programs in Psychology, Education, Environmental Studies and Management. Our Statement of Purpose reads: Antioch University New England provides transformative education through scholarship, innovation, and community action for a just and sustainable society.

Cactus Language Training, New York, NY (www.cactuslanguagetraining.com)

Contact: Rich Ambler (212) 601-9343 (rich.ambler@cactusworldwide.com)

- Cactus is one of the world's leading language training companies, providing courses in more than 30 languages, in over 60 countries and in some 500 destinations worldwide. The Cactus team is made up of staff members and teachers from different parts of the world, the majority of whom are language learners and travelers. We are passionate about languages and lifelong learning and specialize in all forms of language training. No matter what type of adventure you are looking for, Cactus has the course for you. Choose from Language Immersion Programs, Action Packed Language Vacations, Academic Programs, Evening Courses throughout the United States and Canada and Teaching English as Foreign Language (TEFL/TESOL). At Cactus, you really can learn a language your way. Find out more about us at www.cactuslanguagetraining.com
- Always looking to recruit people for internship posts throughout the year.

Cheshire Medical Center/Dartmouth Hitchcock, Keene, NH (www.cheshire-med.com)

Contact: Brenda Books (603) 354-5454 x2497 (bbooks@cheshire-med.com)

- Cheshire Medical Center/Dartmouth Hitchcock-Keene is a 169 bed acute care regional hospital and 125 provider multi-specialty physician group. We offer career opportunities in patient care, office administration, finance, clerical and service (maintenance, engineering, nutrition and environmental services).
- Openings vary from week to week and from clinical to service positions.

Citizen Services-Governor Lynch's Office, Concord, NH (www.nh.gov)

Contact: Lindsay Whitelaw (603) 271-2121 (Lindsay.Whitelaw@nh.gov)

- The Governor's Office internship program is an unpaid internship working in the Governor's Citizen Services Office. Governor Lynch's Citizen Services Office is responsible for all of the constituent contacts that Governor Lynch receives. We compile all of the mail, faxes, emails, and online e-forms in an advanced database and make sure that every constituent receives a response from the Governor's Office. We do our best to answer questions and work with all state departments and divisions to ensure that constituents concerns are addressed in a timely fashion. Our office is also responsible for drafting letters and ceremonial items such as proclamations, and answering the 1-800 line. Our interns assist with all day-to-day work within the office as well as a number of other tasks. During the legislative session, which begins in early January, our interns are asked to attend house and senate committee hearings and committee executive sessions.
- We are currently not hiring full time positions but we do have internships in the spring, fall and summer.

CityYear New Hampshire, Stratham, NH (www.cityyear.org)

Contact: Ryan McMahan (603) 773-1861 (Rmcmahan09@cityyear.org)

- As an "action tank" for national service, City Year seeks to demonstrate, improve, and promote the concept of national service as a means of building a stronger democracy by tapping into the power of promising young leaders to run elementary, middle, and high school programs and organize community service events.
- City Year's mission is to build democracy through service by fostering citizen participation in communities. City Year in New Hampshire accomplishes this by recruiting a diverse group of young people, age 17-24, called Corps Members who work as teams leading and mentoring young people, developing their own leadership skills, organizing service projects, and providing opportunities for citizens of all ages to become engaged in their communities.
- We are recruiting to fill 50 positions for the 2010-11 Corps year which begins in September 2010 and completes in June 2011.

C&S Wholesale Grocers, Keene, NH (ww.cswg.com)

Contact: Alexis Putzel (603) 354-7450 (aputzel@cswg.com)

- New England-based C&S Wholesale Grocers is a fast-growing, well-respected grocery distribution firm that occupies a leadership position within the U.S. grocery industry. The second largest wholesale grocery firm in North America and the U.S.'s twelfth largest privately held company. The company has increased sales by at least \$1 billion per year for each of the past seven years. We operate 60+ major distribution facilities located throughout the Northeast and the West Coast and have 17,500+ employees. We are committed to being the lowest cost and highest quality service provider in our industry. We expect to achieve these goals through focusing on continuous improvement projects, the use of cutting-edge technology, and innovative human resource practices. To ensure that we can meet this challenge, we are seeking intelligent, highly motivated individuals looking to be part of a firm committed to being the best in its class.
- We are presently recruiting for IT Internships and other TBD Internships.

College Pro Painters, Woburn, MA (www.collegepro.com)

Contact: *Marsel Novak (KSC Alum '09) (603) 748-1365 (mnovak@collegepro.com)*

- For thirty-eight years, College Pro has been selecting students to run their own painting franchises. We provide you with exceptional leadership and management training that helps you stand out now and in life after college. College Pro is the largest and most successful student painting company in North America because it provides a challenging, real-life business experience that inspires excellence. You're already working on your education in school, but this summer learn the tools you will need in order to make and manage money, run your own business and gain the self-confidence you will need for any future career.

Dartmouth Hitchcock Medical Center, Lebanon, NH (www.Hitchcock.org)

Contact: *Melissa August (603) 653-0430 (melissa.r.august@hitchcock.org)*

- Dartmouth-Hitchcock Medical Center includes a modern 400-bed tertiary care hospital with level one trauma center, research and clinical facilities for Dartmouth Medical School, Norris Cotton Cancer Center, The Children's Hospital at Dartmouth and the Dartmouth-Hitchcock Clinic. *U.S. News & World Report* has consistently rated Dartmouth-Hitchcock Medical Center one of America's Best Hospitals. The Medical Center is located in Lebanon, New Hampshire on the Vermont/New Hampshire border. The area, home to Dartmouth College, is a vibrant academic and professional community offering excellent schools and a lively arts scene in a beautiful rural area.
- Presently recruiting for varied administrative and lab positions.

Enterprise Holdings, Londonderry, NH (www.erac.com)

Contact: *Kimberly Smith (603) 656-5101 (Kimberly.m.smith@erac.com)*

- **YOUR CAREER – LET'S GET STARTED**
- You bring the skills and the passion. We'll make sure you have the tools to succeed. This is where you'll run a business, lead a team, have fun and prepare for just about anything. [It all begins in our Management Training Program](#). Whether you're right out of school or looking for something more out of your career, the Enterprise Management Training Program will put you in a position to succeed immediately. You'll learn how to run a million-dollar business, maximize profits and motivate a team of professionals, while having fun along the way. As part of our Management Training Program, you'll learn every day. You'll build skills in every area of business from managing Profit and Loss statements to working with customers. You'll learn how to network, manage time and make your Enterprise branch even more successful
- **There Are Billions of reasons to JOIN US.**
- As a multibillion-dollar industry leader, we can offer you more than a chance to succeed. This is where you can thrive. Our environment's energetic, our people are motivated and our career paths can take you where you want to GO. [No matter where you join Enterprise](#), get ready for something big. Looking for Success - it's what we know best. As a growing industry leader, we can take your career just about anywhere. Since 1957, we've put innovative ideas and thinking into the hands of our professionals. And the results have been outstanding.
- Presently recruiting for Management Trainee openings.

G.V.I. (Global Vision International), Boston, MA (www.gviworld.com)

Contact: *Stephanie Roberts* (617) 674-2105 (Stephanie.roberts@gviworld.com)

- GVI is a not-for-profit, non-religious non-political organization offering volunteer travel opportunities around the world. Our mission is to assist local non-profit organizations with sustainable development projects including marine and wildlife research/conservation, teaching English, community development, construction and more.
- Recruiting for Internship and Volunteer opportunities.

International Education Programs, Jacksonville, FL (www.iepabroad.org)

Contact: *Paul Bissember* (970) 568-6496 (paul@iepabroad.org)

- IEP is an international opportunity provider. We offer semester and summer academic study programs, sustainable development volunteer opportunities, and pre-professional international internships. Our internships are customizable, available in many countries throughout the world, they are unpaid, and they are available in almost every professional field.

Keene State College Sustainability Office, Keene, NH (www.keene.edu)

Contact: *Mary Jensen (KSC Alum)* (603) 358-2567 (mjensen@keene.edu)

- Our office manages most of the Sustainability and the Recycling projects on the KSC campus. We will display events and projects we have done on campus and have information on what it takes to become a Sustainability professional.

Liberty Mutual Insurance Company, Keene, NH (www.libertymutual.com)

Contact: *Sarah Vezzani (KSC Alum)* (603) 357-0609 (sarah.vezzani@libertymutual.com)

- As a Liberty Mutual employee, you're in charge of your success from the get-go. First, you're offered unlimited earning potential with a combination of guaranteed base salary and earned commission. You determine how much you earn by how much auto, home and life insurance you sell. What's more, as your client base grows, so does your earning potential.
- You'll be glad to know that Liberty Mutual has another advantage – Group Savings Plus, an affinity program that offers discounted auto and home insurance to employees and association members in more than 9,000 established relationships. These relationships provide Sales Representatives with daytime prospecting activity along with professional business interaction.
- Best of all, we're a big company with big opportunities. Liberty Mutual has your development in mind, with career paths that are designed to help you grow and succeed.
- As a successful Sales Rep, you will need highly effective communication skills-oral, written and group, as well as persuasion and negotiation skills. You should enjoy meeting and talking with people, and have the superior interpersonal skills necessary to build rapport with prospective and existing customers. Organizational skills and effective time management are required to succeed in a semi-autonomous, fast-paced environment. Analytical skills are also necessary to understand complex coverage details and underwriting guidelines. This position requires that you attain and maintain a current state insurance license in property, casualty and life, as thorough training is provided. We look for energetic, well-rounded self starters, who can work equally well individually or as part of a team, who have a natural curiosity, the ability to manage multiple priorities, a commitment to learning, and a sense of humor. Compensation includes competitive salary, 401k match and attractive benefits.
- Positions are available throughout the Northeast. Relocation expenses may be provided.

Logopak Corporation, Keene, NH (www.logopak.com)

Contact: *Ellie Cook-Venezia* (603) 283-0304 (ecook@logopak.com)

- Logopak Corporation is a wholesaler of German engineered and manufactured print and apply labeling systems. Logopak's 25 plus years of machine building experience has resulted in a proven, differentiated and robust industrial design that can be expected to last more than 10 years in high duty cycle, 24/7 industrial applications.
- All machine controls are accessed through our single easy-to-use touch screen user interface so there is no operator confusion. Our systems are stand alone so no PC is needed to operate them. Our stainless steel print heads require no adjustments, especially after routine maintenance or replacement. We can print and apply up to 120 4"x2" labels per minute in batch mode and up to 40 4"x6" shipping labels per minute real time. We use 3 and 5 phase stepper motors for the beefy power needed for applications. We use aluminum and steel where others use plastic. We use bearings, not bushings for long-term alignment of our rollers.
- Logopak realizes that for our customers to stay ahead of the competition in this global economy they must have production equipment that is not only reliable, but are also supported by a team of experts they can trust and rely upon when needed. Finally, our 3 year warranty provides assurance our labeling system will work day in, day out and that we stand behind what we sell.
- Keene staffing includes Logopak Corporation management, general and administrative, technical service specialists, and project management. Currently all technical employees hold a degree.

Moore Nanotechnology Systems, LLC, Keene, NH (www.nanotechsys.com)

Contact: *Dr. Sinan Badrawy* (603) 352-3030 (Badrawy@nanotechsys.com)

- Moore Nanotechnology System, LLC is a growing manufacturer of ultra precision machining systems located in Keene, NH. The company focuses on developing, designing, manufacturing and marketing a range of Standard Ultra-Precision Machining Systems focused on needs in commercial and military markets for advanced optics, photonics, memory storage devices, semiconductors, medical, electro-communications and others. Moore Nanotechnology Systems, LLC, currently has positions open in engineering (mechanical, electrical and software/control), assembly and service support.

Nationwide Agribusiness Insurance, McArthur, OH (www.nationwide.com)

Contact: *Henry Bartholomew* (740) 596-2379 (hbarthol@nationwide.com)

- Nationwide Agribusiness is the largest insurer of farms and commercial agribusiness in the U.S. We are recruiting loss control interns who will work with our customers to assure safe workplaces, check that clients are insured correctly and provide suggestions to clients to reduce claims. NW Ag has 80 career path positions for full-time loss control representatives working with our clients in 47 states. We have hired many of our interns for full-time positions.
- Currently recruiting for a Loss Control Safety Intern.

New Hampshire State Liquor Commission-Division of Enforcement, Concord, NH (www.liquor.state.nh.us)

Contact: *Matthew L. Elliot* (603) 271-3521 (matthew.elliott@liquor.state.nh.us)

- Fully sworn police officers responsible for the investigation and enforcement of Title XIII (NH Liquor Laws). We are responsible for prosecuting criminal and administrative liquor law violations. We provide training for industry members to include Management Training Seminars and Total Education in Alcohol Management. We belong to many regional community and coalition groups which bolsters our ability to forward the mission of our agency to include reducing incidents of overservice of alcohol, thereby reducing the number of DWIs, and reducing the incidents of minors possessing and consuming alcohol.

New Hampshire State Police – Troop C, Keene, NH (www.nh.gov/safety/nhsp)

Contact: Kevin Oxford, Sergeant (603) 223-8722 (Kevin.Oxford@dos.nh.gov)

- The division's mission statement: "Dedicated to providing the highest degree of law enforcement service throughout the state of New Hampshire while maintaining the traditions of fairness, professionalism, and integrity."
- Troopers are responsible for enforcing motor vehicle and criminal laws in order to protect the lives and property of the public, maintaining law and order, detecting and preventing crime, apprehending suspects, and prosecuting violators.
- Presently recruiting for State Trooper I.

Northwestern Mutual Financial Network, Manchester, NH (www.nmfn.com)

Contact: Kelly Welch (*KSC Alum*) (603) 206-6097 (Kelly.Welch@nmfn.com)

- The Northwestern Mutual Financial Network is made up of numerous financial representatives, advisors, and specialists. As a team, we develop innovative strategies and create personalized solutions to help our clients achieve their financial goals.
- Our dedicated and values-driven professionals help their clients attain financial security for their families and businesses, with access to products and services of a world class company. For over 150 years, we've been making a difference for the people we serve.
- We've received more than 20 awards, ratings, and accolades in the last 4 years for being an admired company and employer, including "Top 50 Places to Launch a Career" by *Business Week* (September 2006), "100 Best Places to Work For" and "Americas Most Admired Company" by *Fortune* (February 2004/March 2008-26 years running), "Best Company To Sell For" by *Selling Power Magazine* (December 2008), and "America's Top Ten Internships" by *Princeton Review* (13 years running).
- Presently recruiting for full-time and internship positions as a Financial Representative.

PC Connection, Inc., Merrimack & Keene, NH (www.pcconnection.com)

Contact: Katherine Thomas (*KSC Alum '95*) (800) 998-0073 (kthomas@pcconnection.com)

- PC Connection is a Fortune 1000 company that is traded under the symbol PCCC on the NASDAQ. We provide simple, complex as well as custom configured IT solutions for businesses. The company's mission is to offer our customers the best service and broadest array of brand-name quality products in the IT industry. We were recently named to Fortune's list of Most Trusted Companies. Our career opportunities currently are in Finance, Sales, Technical Sales Support, Product Management, Advertising and Information Services. For current current openings, go to: <http://biz.pcconnection.com/IPA/Content/Careers/Openings.htm>.

Peace Corps, Boston, MA (www.peacecorps.gov)

Contact: Ally Snell (617) 565-6216 (asnell@peacecorps.gov)

- Want to serve others and make a difference? Peace Corps is a 27 month, overseas, all expenses paid experience that will provide you with personal and professional growth. As part of the Federal Government, Peace Corps Volunteers serve in over 70 host countries around the world on issues ranging from AIDS awareness and English education to business and community development to information technology and environmental preservation. Hiring managers know that Returned Peace Corps Volunteers offer their organizations creativity, leadership, ethics, commitment and resourcefulness.
- Other benefits of Peace Corps Service include: round trip transportation overseas; a monthly living allowance; full medical/dental coverage; possible student loan deferment, 24 vacation days per year and a \$6075 readjustment allowance after completion of service.
- We are always recruiting for volunteer applicants on a rolling basis.

Savings Bank of Walpole, Keene, NH (www.walpolebank.com)

Contact: *Dominic Perkins (KSC Alum '06)* (603) 355-1608 (dperkins@walpolebank.com)

- Savings Bank of Walpole is a state chartered mutual savings bank. As a mutual bank we are owned by our depositors. The skills needed for a position within a community bank are great people skills, communication skills, analytical and problem solving skills and the ability to work with numbers. Within our bank we have a variety of positions including loan analysts and underwriters, IT professionals, financial sales people, accountants and human resources, as well as customer service representatives and tellers. Although at this time we do not have any openings, we have had internships in our accounting department as well as openings in our teller and customer service area.

Social Security Administration, Keene, NH (www.ssa.gov)

Contact: *Lauren Cronin* (603) 357-3502 (lauren.cronin@ssa.gov)

- We are an agency of the Federal Government. There are many field offices throughout the country, six being in NH. We recruit graduates for either claims representatives or service representative positions. Both positions are public contact careers. We also typically hire a number of students in the summer.

Stonewall Farm, Keene, NH (www.stonewallfarm.org)

Contact: *Sonja Riddle* (603) 357-7278 (sriddleford@stonewallfarm.org)

- Stonewall Farm is an educational working farm whose mission is to connect people to the land and local agriculture. The Farm is an excellent place to grow and learn useful life and career skills with its welcoming atmosphere and inspiring natural beauty. Interns work in the various departments (education, garden, dairy) gaining valuable hands on skills as well as development in leadership and communication skills. Summer camp counselors work with groups of children guiding them throughout the farm in fun and explorative farm activities. Counselors-in-training are enrolled in the camp program with the opportunity to try their hand at working with children and learning about farming under the guidance of professional camp staff.

Student Conservation Association, Charlestown, NH (www.thesca.org)

Contact: *Mike Maher (KSC Alum '72)* (603) 504-3279 (mmaher@thesca.org)

- The Student Conservation Association (SCA) is a national non-profit offering expense-paid internships for individuals 18 years old and above. Internships are in National Parks, National Forests, National Wildlife Refuges and other public lands located in all 50 states. SCA Internships are available throughout the year, in all disciplines, and range in length from 12 to 52 weeks. All positions are expense-paid providing transportation, housing a small living allowance and most offer insurance and education awards. SCA internships provide the opportunity to learn from resource management professionals, gain tangible skills and experience, and make a substantial contribution to our natural and cultural treasures.
- We have about 2,000 expense-paid conservation related internships available in the next 10 months.

Tree-Free Greetings, Swanzey, NH (www.tree-free.com)

Contact: *Darren Mark* (603) 352-2466 (dmark@tree-free.com)

- Tree-free is eco friendly cards, stationery, paper products. Recruiting for seasonal customer outreach sales opportunities as well as possible freelance designers and internships.

Triumvirate Environmental, Somerville, MA (www.triumvirate.com)

Contact: AnnMarie Blunda (617) 628-8098 (careers@triumvirate.com)

- Triumvirate Environmental is the fastest-growing environmental management firm in the Northeast. With offices throughout the Northeast and Mid-Atlantic regions, Triumvirate provides leading institutions in the higher education, life sciences, healthcare, and industrial sectors with a wide spectrum of diverse services to assist them with compliance management. From field and lab services to consulting, we offer the innovative solutions our clients need. At Triumvirate, we work hard to WOW! Both our employees and our customers. Our unique culture fosters growth, leadership, development, education and creativity.
- Presently recruiting for an Environmental Specialist.

Unison Engine Components (subsidiary of GE Aviation), Manchester, CT (www.unisonec.com)

Contact: Michael Delaney (KSC Alum) (860) 647-5147 (unisonec.manhropenings@ge.com)

- Unison Engine Components- Manchester, CT is a subsidiary of **GE Aviation** and a leader in laser technologies and is one of New England's largest, most advanced, and most experienced laser facilities. The company has years of experience with all aspects of hydroforming and provides a wide range of mechanical forming options, and specializes in state-of-the-art processes such as hot forming titanium and other exotic metals.
- We are currently recruiting for a Spring and/or Summer 2010 EHS co-op/intern. This EHS co-op position is intended to provide an opportunity to develop project leadership skills and assist operations teams in improving current processes and executing world class EHS programs. The EHS co-op will work with all levels of operations personnel and supervision to promote EHS awareness.

United States Census Bureau, Concord, NH (www.CENSUS2010.gov)

Contact: Bruce Thompson (603) 573-9470 (amr.lco2131@CENSUS2010.gov)

- The positions we are looking to fill are not permanent positions. These jobs are temporary intermittent positions to conduct the 2010 census operation. An assignment could last for 4 to 12 weeks either full or part-time. Presently recruiting for: listers, crew leaders and crew leader assistants. Anticipated hiring early 2010.

UMASS Medical School, Worcester, MA (www.umassmed.edu)

Contact: Jo-Ann Ranslow (508) 856-6723 (joann.ranslow@umassmed.edu)

- Nature of Business: Life Science and Academic Research. Health Care Environmental Health and Safety Dept. duties include regulatory compliance for University Hospital and academic & clinical research laboratories. We provide services for chemical spill response, industrial hygiene monitoring, respiratory fit testing, emergency management and bio-safety programs.
- Presently recruiting for: Safety Technician I.

Wells Fargo Financial, Keene, NH (www.wellsfargo.com)

Contact: Kerri Blyth (603) 647-0525 (kerriblyth@wellsfargo.com)

- At Wells Fargo Financial we take pride in our principal business: providing our millions of customers with the financial resources to meet and manage their credit needs and to achieve their financial goals. We serve consumers and commercial entities from more than 1,300 stores and affiliated companies in the United States, Canada, the Caribbean, and the Pacific Islands.

- **Wells Fargo Financial** (Continued)

- Management Trainee training may be the right fit for you, regardless of your academic major or professional experience. Do any of these characteristics describe you? * I enjoy selling and being rewarded for my efforts. *I'm at my best in a competitive, yet team-oriented environment. *I'm self-motivated and have strong leadership skills. *I love working with people and can motivate others to succeed. *I like the challenge of learning all facets of the business—from sales and marketing to customer service and finance. *I thrive on goal achievement and the rewards that come with individual and team success.
- If these descriptions match your strengths and career goals, you're just the kind of person we're looking for to join our management training program. As a sales-oriented Management Trainee you'll:
 - Enjoy a salaried position with the opportunity for monthly sales incentive plan bonuses
 - Build relationships with customers by offering financial products that meet their needs.
 - Participate in a comprehensive training program which will develop your sales skills and provide you a thorough understanding of risk and credit analysis and professional business practices
 - Expect the opportunity for promotion to Assistant or Store Manager as you build your record of performance
 - Achieve broad responsibility in an environment where your performance directly impacts financial results
 - Thrive in a culture with an entrepreneurial flavor and a strong internal promotion philosophy

Yankee Publishing, Inc., Dublin, NH (www.yankeepub.com)

Contact: Paul Belliveau (603) 563-8118 x154 (paulb@yankeepub.com)

- Yankee Publishing is an independent media company and owner of two great brands: 'Yankee Magazine' and 'The Old Farmer's Almanac' and web sites: Almanac.com, YankeeMagazine.com, NewEngland.com. since January 2009, we have been creating video contact along with unique editorial contact for the web.
- We're recruiting for Internships (Fall '09 and Spring '10): Web Editor (2), SEO (1), Video (2).

www.keene.edu/aca/careerconnections.cfm

TIPS FOR A SUCCESSFUL JOB/CAREER FAIR

❖ Resume

Make sure you bring plenty of copies of your resume. If you do not have a resume prepared in time for the career event, mail one to the organization representative, along with a cover letter, referring to your meeting at the Job/Career Fair.

❖ Paper/Pen

Make sure you bring a pen with plenty of ink, your calendar and/or notebook.

❖ Directory

Read through the directory. You will find information about organizations recruiting at the event. Do your homework. Visit the websites to learn more.

❖ Career Center

Check with your campus career center to see if they have more detailed information about participating employers. You will impress the recruiters with your knowledge about the organization and you will have more to talk about.

❖ Introductions

Politely introduce yourself to the recruiter and indicate your degree program and academic year. Mention that you've researched their organization and that you'd be very interested to learn more. Indicate if you are looking for an internship, job or career opportunity.

❖ Ask Questions

Inquire as to the recruiter's name and position within the organization represented.

❖ Get Contacts

When the meeting is over, ask whom you should contact to set up a more in-depth interview. Confirm that the address and phone number in the directory are appropriate for follow-up contacts.

❖ Organize

Before going to another booth, make some notes in your notebook or the directory regarding the organization. Are you supposed to call somebody next week? Does this sound like the opportunity of a lifetime? Did you remember to pick up the recruiter's business card?

❖ Follow Up

Go over your notes and plan when and how to follow-up on the contacts you made at the fair. Are you going to send a letter with another copy of your resume or a completed application? Are you going to call someone next week? Do you already have an interview scheduled? Are you sure you can make it? Employers gauge level of interest through follow-up efforts. Make a plan of attack and go for it!

PREPARATION IS THE KEY TO SUCCESS WITH THIS AND ALL JOB/CAREER FAIRS!