



Center for Career Engagement and Internships

Welcome to the Center for Career Engagement and Internships



[QC.CUNY.EDU/CAREER](https://qc.cuny.edu/career)



[QC.JOINHANDSHAKE.EDU](https://qc.joinhandshake.edu)



[QC_CAREER](https://www.instagram.com/qc_career)



Queens College Center for Career
Engagement and Internships





HIREQC

Center for Career Engagement and Internships

Career Fair Prep



QC.CUNY.EDU/CAREER



QC.JOINHANDSHAKE.EDU



QC_CAREER



**Queens College Center for Career
Engagement and Internships**

**Please make sure to
Check In!**



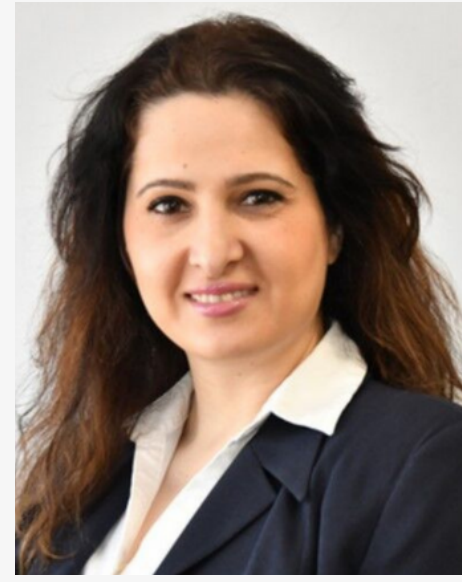
Welcome & Meet Our Team!



Zavi Gunn
Director



Liz O'Connell
Associate Director
Arts & Humanities



Eleanor Mavashev
Associate Director
of Business Careers



Karen Johnson
Career Educator
Computer Science
and Technology



Priscilla Saldana
Leads Specialist



Paula Lee
Career Coach



Hetal Jani
Career Coach



Cathy Alessio
Office Assistant &
Customer Service
Engagement



Dan Ma
Tech Assistant &
Customer Service
Engagement

Career Peers



Anamika Bhuyan



Areeba Haseeb



Jody Huie



Shawn Rajkumar



Syad Naffi



Center for Career Engagement and Internships

Our Vision:

Educate, engage, and empower students and alumni for career opportunities in a transforming global and local workforce.

Agenda

Introduction	5 minutes
Career Fair Details	10 minutes
What You'll Need	30 minutes
Mock Company Meet and Greets	20 minutes
Questions and Answers	5 minutes
Closing Out Tips	5 minutes

Career Fair Details

A woman with dark hair pulled back, wearing a dark blazer over a light-colored top, stands in a professional setting. She is holding a spiral-bound notebook with both hands in front of her. Behind her is a large whiteboard. The entire image has a semi-transparent red overlay. The text 'Career Fair Details' is written in a large, white, sans-serif font across the middle of the image.

What You Need To Know



**SPRING 2025
CAREER & INTERNSHIP FAIR
MONDAY, MARCH 17TH 2025**

STUDENT UNION BALLROOM 4TH FLOOR

12:00PM - 2:00PM



WHY SHOULD YOU ATTEND?

- Make meaningful connections with employers
- Secure your next job or internship
- On the spot interview
- Professional headshot photo
- Discover career paths

Register



Dress Professionally



And More!

QC.CUNY.EDU/CAREER
QC_CAREER@QC.CUNY.EDU
 1 (718) 997 4465

Handshake
QUEENS COLLEGE
HIREQC
 Center for Career Engagement and Internships

Register





What You'll Need

Before Fair

Let's Find Out Who Is Attending



1. Login to Handshake
2. Go to Events
3. Go to Career Fair
4. Let's Take a look at which employers are attending

Doing Your Research



RESEARCH the different companies so you know which ones you want to meet

Take a look at the open opportunities they have and see how you might qualify

Identify **6** companies you want to meet in the first 30 minutes, 5 minutes each.

Write down **2** things about each that interest you.

Write down **1** open opportunity within your reach that interests you.

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Why You?



For each job you wrote down, write down **3** skills you have that would be relevant to that position.

TRY TO GET YOUR SKILLS TO LOOK LIKE THE GREEN BULLETS!

Queens College, CUNY Quantify Accomplishments for Your Resume

Below are examples of bullet points from **weakest** to **strongest** (please **DO NOT PLAGIARIZE**)

College student who is a leader in a club

- Managed club budget
- Managed \$7,000 club budget and invested funds in appropriate bonds
- Managed \$7,000 club budget and invested \$5,000 in appropriate bonds, returning 6% over the year

College student participating in a leadership program

- Member of Environmental Leadership Program (ELP)
- Selected as one of 25 for 12-month professional development program for high-achieving diverse talent
- Selected as one of 25 participants nationwide for 12-month professional development program for high-achieving diverse talent based on leadership potential, ability to contribute to ELP cohort, and academic success

Sales Support Associate

- Collaborate with team members to sell clothing
- Exceeded \$120K sales goal by collaborating with eight team members
- Exceeded \$120K sales goal by \$50K by collaborating with eight team members and asking open ended questions to customers to provide clothing that matched shoppers needs

Showing Interest

Follow those **6** companies on LinkedIn and Handshake to show interest. Like one of their recent posts on LinkedIn.



1. Scan the QR Code/Link



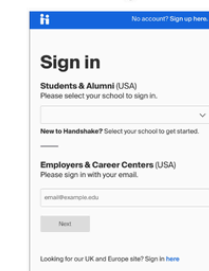
<https://app.joinhandshake.com/login>

Login with your QC Credentials

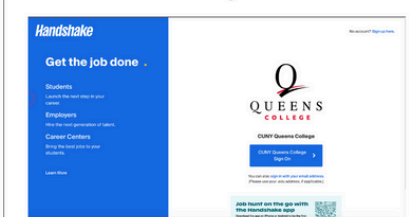
Current Students use [@login.cuny.edu](mailto:login.cuny.edu)

Alumni within 2 years use [@qmail.cuny.edu](mailto:qmail.cuny.edu)

First Time Users



Returning Users



If you don't have a LinkedIn and Handshake profile, take 5 minutes to create those right now. Finish polishing them up at home.

Relevant Resumes



Scan the QR Code below to pull up this guided template.

At home, make relevant resumes for the roles you're interested in.

Have different resumes for different roles, highlighting your different capabilities!

Professional Email ▪ Phone # ▪ LinkedIn URL

EDUCATION

School Name	Location
Bachelor of Arts in [Degree Name], Minor in [Degree Name]	Expected Graduation Month, Year
<ul style="list-style-type: none">Honors/AchievementsGPA: #/4.0 [do not list GPA if under 3.0- and if it's not required by the employer, leave it off!]	

PROFESSIONAL EXPERIENCE

Company Name	City, State
<i>Position Title</i>	Month Year-Month Year
<ul style="list-style-type: none">Start with action verbs in the correct tense to provide specific examples of action and impact (do NOT use personal pronouns such as "I")List your work positions in reverse chronological order starting with the most recent jobs listed firstHighlight the transferrable skills you gained during this experience and the impact your contributions had on the team (For example, don't just share what you did. Indicate why it mattered and supported the larger mission/objectives.)If possible, include any quantitative data to highlight your work. Emphasizing how you made an impact helps to build credibility. (eg conducted data entry to support management of 20+ vendors or responsible for training 8 new hires)	

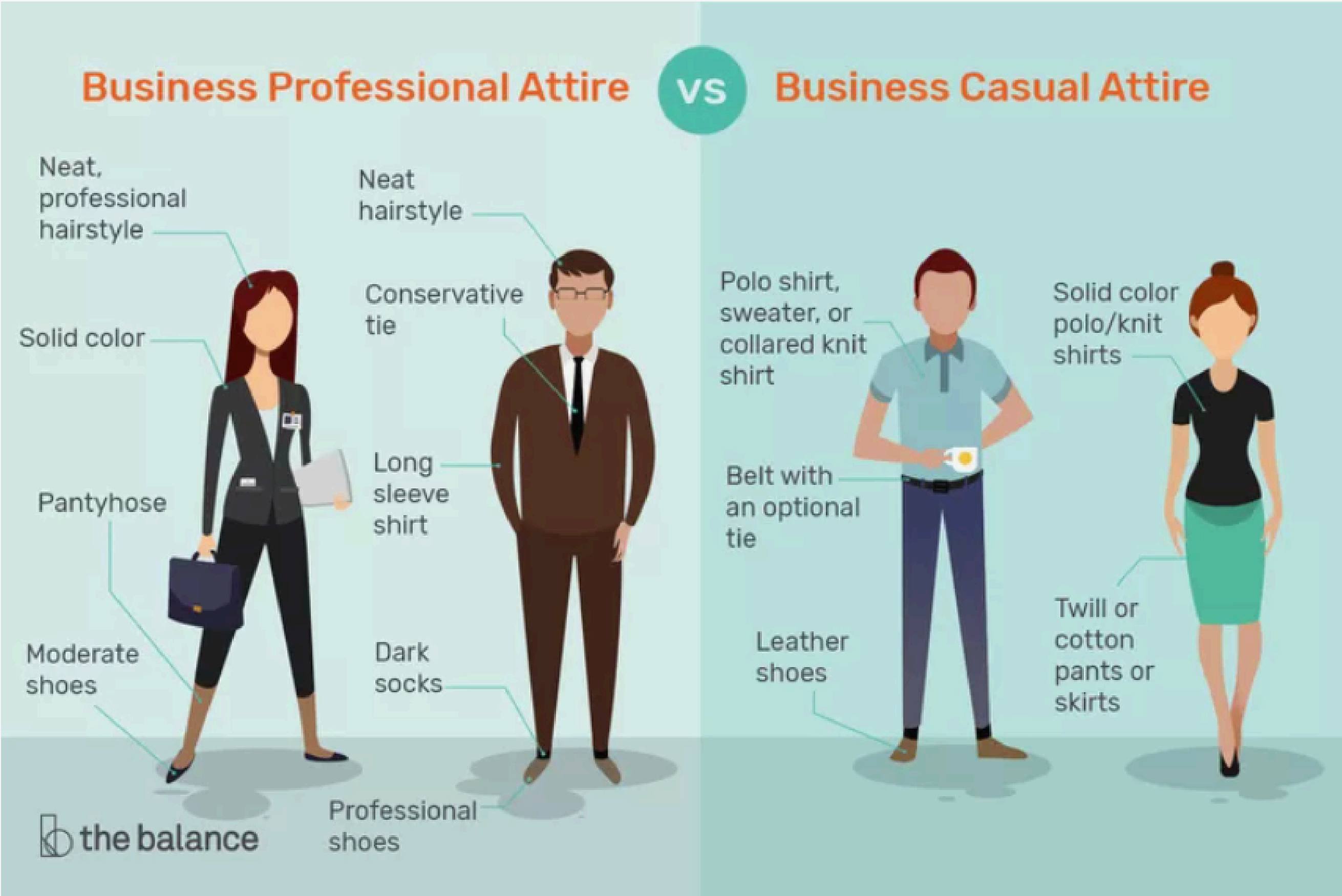
LEADERSHIP EXPERIENCE

Organization Name	City, State
<i>Position Title</i>	Month Year-Month Year
<ul style="list-style-type: none">State position or role; if you are on the executive board or in a leadership role versus a memberStart with action verbs in the correct tense to provide specific examples of action and impactInclude details that show your leadership teamwork innovation or organizational skills	



<https://www.qc.cuny.edu/academics/cei/resume/>

Your Appearance Matters



Plan Your Career Fair



You should plan to meet the 6 companies in your first half an hour of the Career Fair.

List them in order of how you want to meet them.

The second half an hour, meet some that you want to learn more about. You can have a general resume for these companies highlighting the types of opportunities you're interested in.

During Fair

WHO ARE YOU?



Write down **2** sentences about yourself that you can use when you walk up to the first company representative you want to meet.

Now, add in the **2** things you wrote before about what interests you about that company. You'll say this after they introduce themselves.

Practice, Practice, Practice.

Now, write down **2** sentences you will use when you walk up to the representative from the second company you want to meet.

Now, add in the **2** things you wrote before about what interests you about that company. You'll say this after they introduce themselves.



Practice, Practice, Practice.

Your introduction will change depending on who you're speaking with!

Be nimble with your introduction so you come off natural and charismatic.

Walk away with their email address so you can email them back and also ask them if you can connect with them on LinkedIn.

It's okay if they say 'No', email is better. Asking shows interest.

After Fair

Follow Up Email

EXAMPLE EMAIL

Dear [Recruiter Name],

It was a pleasure meeting you at the [Career Fair Name] on [Date] and learning more about [Company Name]'s [Specific area discussed, like "software development opportunities"]. I particularly enjoyed discussing [Specific detail from conversation] and believe my experience in [Relevant skill or experience] would make me a strong candidate for a [Position title] role at your company.

I have attached my resume for your review and have already applied for the [Position title] position online.

Thank you again for your time and consideration. I look forward to hearing from you soon.

Sincerely,
[Your Name]
[Contact Info]

Subject line: Queens College March 17th Career Fair

Hello Pat,

Thanks again for taking the time to meet with me at the Queens College Career Fair yesterday afternoon. I enjoyed our conversation about the Marketing Manager position and appreciated learning more about working with the marketing team. It sounds like a rewarding role, especially given the opportunities for collaboration and advancement. I think my master's in marketing and marketing experience would make me an excellent candidate for the role. I look forward to discussing this opportunity with you more. Please don't hesitate to contact me if you need additional information about my references.

**Thank you,
Hannah Lee
hannah.lee@email.com
555-555-5555**

Follow Up Email Tips

Key points to include:

Personalize the greeting: Address the recruiter by name.

Mention the career fair: Remind them where you met.

Highlight specific details: Briefly mention something specific you discussed that stood out.

Express interest: Clearly state your interest in the company and a specific role.

Attach resume: Include the resume you shared with them and briefly highlight qualifications that make you a fit for any role.

Contact info: Include contact info and your LinkedIn, Handshake profile urls

Keep it concise: Aim for a short, professional email.

Proofread carefully: Check for any typos or grammatical errors before sending.

Important considerations:

Send promptly: Aim to send your follow-up email within 24 hours of the career fair.

Tailor to each company: Adapt the email to each company you meet with, highlighting relevant skills and experiences.

Follow up if necessary: If you don't hear back within a week, consider sending a polite reminder email.

Write an draft email now and keep it in your drafts to use on March 17th!

A background image showing a business meeting. Two people are shaking hands over a desk. On the desk, there is a laptop, a pen, and some papers. The entire image has a red overlay.

Mock Company Meet and Greet

Mock Company Meet and Greet



Conduct Mock Company Meet and Greet

Turn to a peer and have a 5 minute mock company meet and greet using the following questions.

The person is meeting a recruiter of a marketing company.

Things to include:

- *2 sentences to introduce yourself*
- *2 sentences showing what you like about this company*
- *Conversation that makes it more personal/something the recruiter can remember*
- *Thank you statement*

Strengthening Your Introduction Skills



Feedback!

Take 5 minutes to provide feedback on the following:

- 2 sentences to introduce yourself
- 2 sentences showing what you like about this company
- Conversation that makes it more personal/something the recruiter can remember
- Thank you statement

Strengthening Your Introduction Skills



Switch!

Turn to a peer and have a 5 minute company meet and greet.

The person is meeting a recruiter of a marketing company.

Things to include:

- *2 sentences to introduce yourself*
- *2 sentences showing what you like about this company*
- *Conversation that makes it more personal/something the recruiter can remember*
- *Thank you statement*

Strengthening Your Introduction Skills



Feedback!

Take 5 minutes to provide feedback on the following:

- 2 sentences to introduce yourself
- 2 sentences showing what you like about this company
- Conversation that makes it more personal/something the recruiter can remember
- Thank you statement

Q & A

Closing Out Tips

Tips



EAB



Before Fair

- Review list of employers attending
- Research organizations: Prepare insightful questions
- Follow employers on Handshake and LinkedIn to show interest
- Update your resume and have the relevant versions reviewed during drop-in hours. Bring sufficient copies.
- Ready Your Attire: business casual
- Bring pen and notebook for taking notes.

During Fair

- Prioritize which employers to meet. Speak to employers even if they are outside of your industry. Goal is to make connections.
- Introduction: what is it? Be prepared to deviate from your script. Show your confidence, enthusiasm, and curiosity. Firm handshake, eye contact, and be charismatic.
- Practice, practice, practice

After Fair

- Send thank you email to recruiters if you have their contact information. Include something specific that you discussed at the fair.
- Follow employers on Handshake and LinkedIn.



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Thank you For Attending!



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Join More Events

<https://www.qc.cuny.edu/academics/cei/next-workshop/>

