I. PREPARE FOR CAREER DAY SUCCESS

• Create or update your 1-page resume. Use Career Center assistance. Print plenty of copies. Upload in DiggerNet.

• Review the Career Day Program Guide. Choose your top 14 – 20 companies to visit.

• Perform basic research on each company through DiggerNet, program guide, and company websites.

• Create and practice your personal 30-second commercial. Include a “hook” statement. This should be slightly customized for each company. If the company can’t take your resume, use it as a talking point!

II. STAND OUT DURING THE EVENT

• Dress professionally...suits are preferred; business casual a minimum.

• A smile and solid eye contact enhance your first impression.

• Be confident in your presentation. Practice your verbal introduction.

• Make sure you know who you’re speaking with. Review your company notes just before speaking with the recruiters.

• Talk about what interests you about the company; what you have achieved in the past; and how your experience fits the company’s needs.

• Ask questions!

• Ask for a business card. If the recruiter does not hand those out, make sure you write down the full name of the person as soon as you are finished at the booth.

• Turn the cell phone off...no texting...put the iPod away!!

• Finished quickly? Think outside the box. Be open to speaking with a company not on your list.

III. STRONG FOLLOW THROUGH

• View and apply for jobs through DiggerNet. Check companies who are interviewing on-campus.

• Attend the company Information Sessions after Career Day. Check DiggerNet.

• Show the recruiters you appreciated their time by sending a thank-you, with resume attached, following the event.

Resume Tips from Recruiters...

“Try to phase out accomplishments from High School. By being accepted to Colorado Mines we know that your previous academic records were very good. We want to see what you have accomplished during your time at Mines.”

ArcelorMittal

“Include EPICS projects, labs, senior projects etc. that would give us a better idea of their technical knowledge.”

Ball Aerospace

“Make sure to list your accomplishments and previous internships. Show yourself off.”

URS

More Advice from Recruiters...

“Know what you want, be confident in your abilities; seek those who fit what you are looking for; and make a personal connection with whomever you are speaking with as a company representative.”

Hayward Baker

“Treat each encounter with a company like an interview. Prepare an "elevator speech" prior to the fair - important to stand out in the recruiters’ minds so we remember you.”

Frito Lay

“Dress in a suit or business casual as a minimum. Don’t chew gum.”

Ellwood Group

“At Career Day, start with your least interested position for pitch practice and to help boost your confidence”

Sierra Nevada Corporation