

Cincinnati State **CO-OP & INTERNSHIP FAIR**

Connect with employers hiring for co-ops
& internships next semester and explore
career opportunities - all in one event!

**TUESDAY
7TH OCTOBER, 2025
11 AM - 2 PM**

CINCINNATI STATE
CLIFTON CAMPUS
MAIN BUILDING - GYM



[HTTPS://CINCINNATISTATE-
CSM.SYMPPLICITY.COM/STUDENTS](https://cincinnati-state-csm.simplicity.com/students)



WHAT IS A CAREER FAIR?

A Career Fair is your **chance to explore** what's out there!

For job seekers, it's a place to connect with employers, share your resume, and learn about open opportunities.

For those not yet job hunting, it's still a valuable experience—you'll discover different industries, hear what employers look for, and start building connections for the future.

No matter where you are on your journey, the Career Fair helps you practice professional skills, grow your network, and take the next step toward your career goals. We're here to support you every step of the way!

BEFORE THE FAIR – HOW TO PREPARE

Step 1: Polish Your Resume

- Review and update your resume to highlight your most relevant skills and experiences.
- Quantify your achievements with numbers whenever possible (e.g., "Increased sales by 15%").
- Proofread your resume for any spelling or grammar errors.
- Print several clean copies on quality paper.

Step 2: Research Attending Employers

- **Register for the job fair event through Careerlink.**
- Review the list of all employers attending the job fair.
- Select 5-10 target employers that align with your career interests.
- Research each target employer's mission, recent projects, and open positions.
- Identify specific reasons why you are interested in each company.

Step 3: Plan Your Professional Attire

- Select a business professional outfit to wear to the job fair.
- Ensure your chosen attire is clean, wrinkle-free, and fits well.
- Avoid wearing casual clothing such as jeans, t-shirts, hooded sweatshirts, or hats.

Step 4: Craft Your Talking Points

- Develop a concise "elevator pitch" to introduce yourself and your skills.
- Prepare a list of 3-5 thoughtful questions to ask each employer you speak with.
- Practice communicating how your skills and experience can benefit the companies you are interested in.
- Anticipate common interview questions and mentally prepare your answers.

GET YOUR ELEVATOR PITCH READY

An **elevator pitch** is a 30–60 second introduction you can use when meeting employers. Think of it as your highlight reel—short, clear, and confident.

What to include:

- Who you are (your name, major, or area of study)
- What you do (skills, experiences, or interests)
- What you're looking for (internship, co-op, job, or career exploration)

Elevator Pitch Example:

“Hi, my name is Jordan Smith, and I’m studying Business Management Technology at Cincinnati State. I’ve gained experience in customer service and project coordination through part-time work, and I’m interested in applying those skills in a business operations role. I’m excited to learn more about your company and opportunities for students.”

Tip: Practice until it feels natural—not memorized—and be ready to adapt it to the conversation.

WHAT TO BRING TO THE FAIR

- Multiple copies of your resume
- Notebook and pen
- Surge Card (Student ID)

PROFESSIONAL ATTIRE

First impressions matter—and what you wear to the Career Fair sets the tone for how employers see you. Professional attire shows that you’re serious, prepared, and respectful of the opportunity.

General Guidelines:

Clothing: Choose neat, clean, and well-fitting outfits. Business casual is usually appropriate—think dress slacks or khakis, a button-down shirt or blouse, and closed-toe shoes.

Colors: Neutral or solid colors (black, navy, gray, white) tend to look more professional.

Accessories: Keep jewelry, makeup, and fragrances simple and minimal.

Grooming: Make sure your hair, beard, and nails are tidy.

Remember: *You don’t need to buy an expensive outfit—focus on looking polished and put together. If you’re unsure, aim for slightly more formal rather than too casual.*

Need Professional Attire?

Check out Cincinnati State’s Career Closet - www.cincinnati.state.edu/career-closet

TOP 5 CAREER FAIR TIPS – DAY OF THE EVENT

- **Plan Ahead** – Review employers and pick your top booths to visit.
- **Introduce Yourself** – Use your elevator pitch and share your resume.
- **Ask Questions** – Show interest and learn what employers value.
- **Take Notes** – Write down recruiter names and follow-up details.
- **Be Professional** – Dress neatly, smile, and thank recruiters for their time.

TOP 5 GO-TO QUESTIONS FOR EMPLOYERS

- What skills or qualities do you look for most in candidates?
- Are you currently hiring interns, co-op students, or recent grads?
- What does a typical career path look like in your organization?
- How would you describe your company culture?
- What’s the best way for me to stay connected with your company?

OTHER GENERAL JOB FAIR TIPS

Tips for Talking with Employers

- **Be Confident (but natural):** Smile, make eye contact, and offer a firm handshake.
- **Start with Your Pitch:** Introduce yourself with your name, major, and career interest.
- **Listen Actively:** Show interest by nodding, maintaining eye contact, and not interrupting.
- **Keep It Professional:** Avoid slang or overly casual language.
- **Show Curiosity:** Ask questions that show you've done a little research or are genuinely interested.
- **Watch Your Time:** If there's a line, keep your conversation focused and respectful of others waiting.
- **Collect Information:** Ask for a business card or contact info if it's offered.
- **Say Thank You:** Always thank the recruiter for their time before leaving the booth.

WHAT NOT TO DO

- ✗ **Don't walk up without a plan** – know who you want to talk to.
- ✗ **Don't interrupt** – wait politely if the recruiter is speaking with another student.
- ✗ **Don't chew gum, eat, or drink** while speaking with employers.
- ✗ **Don't overshare** – keep the conversation professional, not personal.
- ✗ **Don't dress too casual** – avoid ripped jeans, shorts, or flip-flops.
- ✗ **Don't ask only about salary/benefits** – focus first on skills, roles, and growth.
- ✗ **Don't forget to say thank you** – always end with appreciation.

AFTER THE FAIR

- **Review notes** – Highlight the companies and contacts you liked best.
- **Follow up** – Send thank-you emails or LinkedIn requests within 1–2 days.
- **Apply** – Submit applications for roles you learned about.
- **Stay connected** – Follow companies and recruiters online.
- **Reflect** – Think about what went well and what to improve for next time.

CINCINNATI STATE IS HERE TO HELP

The **Cincinnati State Career Center** is here to support you before, during, and after the Career Fair. Stop by for resume reviews, interview practice, and guidance on your career path.

Need professional attire? Visit the **Career Closet** for free clothing to help you look and feel your best.

Exploring co-op or internship opportunities? Connect with your **Co-op Coordinator**, who can guide you to experiences that build your skills and career readiness.

No matter where you are on your journey, we're here to help you take the next step with confidence.