



PUBLIC SERVICE CAREER AND INTERNSHIP FAIR

TIPS AND STRATEGIES FOR STUDENTS AND JOBSEEKERS

- Review the list of attending agencies in advance to identify and prioritize those you would like to network with at the event.
- Do your homework! Visit agency Web sites and familiarize yourself with the mission and work of these agencies and subcomponents. Know what career opportunities and types of employment are available at different agencies. This information can be found on the agency's Web site, USAJOBS.gov or StudentJobs.gov.
- The event will be crowded! Review the layout of the room ahead of time to make sure you can find the agencies with which you would like to make contact.
- Prepare a brief (30-60 second) "elevator pitch" to introduce yourself to agency representatives, express your interest in their agency and convey your desire to learn more about their available positions.
- Prepare the specific questions you'd like to ask of particular agency representatives. Here are some examples:
 - What positions might a person with my education/background/skills obtain with your agency?
 - Are you offering paid internships? Unpaid internships? If so, how can I apply for them?
 - What skills and qualities are you looking for in employees/interns?
 - Do you have any advice for someone interested in pursuing a career in this field/agency?
 - Is there a traditional career path associated with this field/agency?
 - What is most satisfying about working for this agency? Most challenging?
 - What do you look for when reading a résumé or application?
- Be aware of your self-presentation: Maintain eye contact, speak clearly and concisely, offer a firm handshake, show interest and enthusiasm, and smile!
- Ask potential employers to give you a business card. If you are particularly interested in an agency, send their representative a thank-you note (paper or email) within 48 hours. You can include a copy of your résumé or additional questions in this communication.
- For more information on finding and applying for federal jobs and internships, writing KSAs and security clearances, visit the Partnership's student Web site, www.makingthedifference.org.