

A group of business professionals in a meeting. A woman in a grey blazer is pointing at a tablet held by another person. A man in a dark suit and tie is also visible. There are coffee cups and a smartphone on the table.

Career Fairs

Spring 2024

What is a Career Fair?



A career fair provides students with an opportunity to meet with a variety of prospective employers on campus or at an off-campus site.



Employer tables or booths are set up in the event venue and students meet casually with professionals.

When are they?

RBS Career Fair

- **February 20th**
- 10:00 am– 3:00 pm
- Livingston Student Center
- 84 Joyce Kilmer Avenue

Why go to a Career Fair?

To make connections with employers

Network with professionals in your desired field

Learn about internship and full-time job opportunities



How does it work?



Visit

Visit employer tables and speak with professionals



Spend

Spend 3-5 minutes with each professional



Offer

Offer a copy of your resume



Ask

Ask to connect on LinkedIn



Get

Get a business card & send a thank you note within 24 hours



What will I need?



Updated,
error-free
resume

Elevator pitch
highlighting
education,
interests, and
skills

LinkedIn profile
complimenting
your resume

Business
professional
attire

Career Fair Webpage

<https://sites.rutgers.edu/rbs-ocm/>



Date and Time: Tuesday, February 20th | 10:00 AM - 3:00 PM

Location: Livingston Student Center, [84 Joyce Kilmer Ave, Piscataway, NJ 08854](#)

Employers Names

AB Bernstein
Acquavella, Chiarelli, Shuster & Co. LLP
Air Products

Major(s)

TBA
TBA
TBA

- List of companies
- Elevator pitch
- Professional Dress
- Checklist
- Career Fair presentation

RBS

Resume

Template

www.vmock.com/rutgers

FIRST LASTNAME

1 Washington Place, Newark, NJ 07102

(555) 555-1111

name@rutgers.edu, [linkedin.com/in/firstnamelastname](https://www.linkedin.com/in/firstnamelastname)

EDUCATION:

RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY

Rutgers Business School

Bachelor of Science, Supply Chain Management

Newark, NJ

May 2022

- GPA: 3.5
- Dean's List

ESSEX COMMUNITY COLLEGE

Associate of Arts, Liberal Arts

Newark, NJ

May 2020

- GPA: 3.7

RELEVANT COURSEWORK: (OPTIONAL SECTION)

- Global Procurement and Sourcing Strategies, Business Logistics and Transportation, Introduction to Six Sigma and Lean Manufacturing

LEADERSHIP: (OPTIONAL SECTION)

American Production and Inventory Control Society – APICS

Rutgers Chapter President

Sep 2019 – May 2020

- Led 40-person organization in development and execution of fundraising activities for members

CAMPUS INVOLVEMENT: (OPTIONAL SECTION)

- Member, Business Association of Supply Expertise - BASE

PROFESSIONAL EXPERIENCE:

Dunkin', Madison, NJ

Aug 2019 – Present

Customer Service Officer (Part time Job)

- Greet customers, process payments, and deliver orders

BASF, Florham Park, NJ

Jun 2019 – Aug 2019

Procurement Intern

- Maintained contract data for 40+ vendors providing supporting documentation for negotiations
- Attended RFP meetings to understand bidding process and selection criteria for new vendors

SPECIAL PROJECTS: (OPTIONAL SECTION)

Industry Client Project, Intro to Supply Chain Management

Feb 2020 – May 2020

- Identified existing problem in procurement department using root-cause analysis
- Presented findings of research to management and provided recommendations for improvement

COMMUNITY SERVICE: (OPTIONAL SECTION)

- Volunteer, Special Olympics 2019

SKILLS:

- Proficient in Microsoft Office (Access, Excel, PowerPoint, and Word)
- Basic knowledge of QuickBooks
- Fluent in Spanish; conversational French

Sample Elevator Pitch:

- Who you are:
 - I am a marketing major graduating with a Bachelor's degree from Rutgers Business School in May 2024.
- What you do:
 - I am a member of the Marketing & Management Society and I have participated in the Sony case competition.
- What skills you have:
 - From the Sony competition I learned about Search Engine Optimization (SEO) and I developed content for a social media campaign.
- What you are seeking:
 - I am interested in digital marketing companies that have opportunities for recent graduates. Can you tell me about any positions you have in marketing?

LinkedIn Basics



Photo - headshot of you with plain background



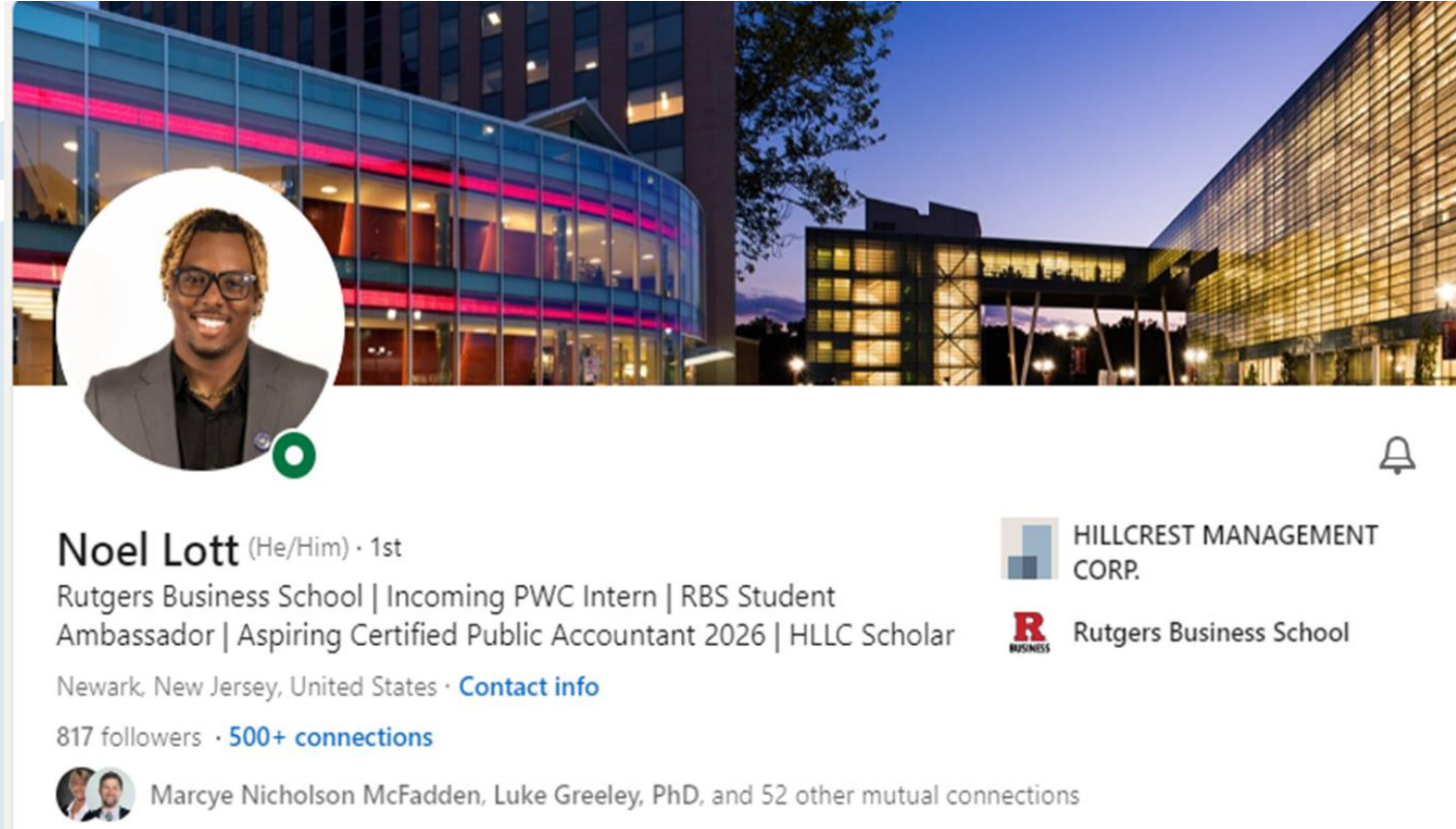
Headline - school, major, expected grad date



Summary - what you are studying, why and what you want to do with it



Education - Rutgers Business School (not Rutgers University)



The image shows a LinkedIn profile for Noel Lott. The profile picture is a circular headshot of a man with glasses and a grey blazer. The background of the profile banner is a photograph of a modern building at night with colorful lights. The profile information includes:

- Noel Lott** (He/Him) · 1st
- Rutgers Business School | Incoming PWC Intern | RBS Student Ambassador | Aspiring Certified Public Accountant 2026 | HLLC Scholar
- Newark, New Jersey, United States · [Contact info](#)
- 817 followers · [500+ connections](#)
- Mutual connections: Marcye Nicholson McFadden, Luke Greeley, PhD, and 52 other mutual connections

On the right side of the profile, there are two company logos: HILLCREST MANAGEMENT CORP. and Rutgers Business School.

DRESS FOR SUCCESS

PROFESSIONAL BUSINESS EDITION

For use at all RBS Career Fairs & Similar Events

****Virtual and In-Person****

PROFESSIONAL ATTIRE

Dress professionally to make a good first impression.

DO WEAR: Dark gray, navy blue, or black business professional suit with full sleeve and matching pants or knee-length skirt.



DO NOT WEAR: Light-colored or ill-fitting suits, short skirts, or dresses.

DO WEAR: A blouse or a solid white/light-colored button-up, collared shirt with a tie. A black or neutral headcovering.



DO NOT WEAR: Tight, ill-fitting shirts, plunging necklines, stripes or bright prints/colors.

ACCESSORIES



DO WEAR: Professional accessories, but keep it to a minimum, belts should match the color of your shoes and attire.

DO NOT WEAR: Offensive accessories.

SHOES



DO WEAR: Clean, polished dress shoes or closed toe, low-heeled, dark pumps.

DO NOT WEAR: White or short socks, sandals, boots, sneakers, flip flops, or other opened-toed shoes.

GROOMING



DO BE: Well-groomed, have makeup and fragrances kept to a minimum, and keep nails clean and well-maintained.

DO NOT BE: Rumpled, unkempt, disheveled.

GENERAL PRACTICES

Utilize name tags that include both preferred name and pronouns (see image).

HELLO my name is

my pronouns are

They, Them, Theirs

Unacceptable dress includes but is not limited to: jeans, hoodies, hats, spandex, T-shirts, sportswear.

* If you need accommodations, please email: ocm@business.rutgers.edu *



Follow us on:



For any questions, please contact your local career management office.

Business Professional Event



RBS Newark - Career Closet
Find professional attire
Keep it - at no cost
3rd floor quiet lounge – week of 9/25/23



How do I prepare?

1

Register on
CareerKnight

2

Review
employers
attending and
make a list of
tables to visit

3

Research
companies of
interest and
prepare
questions

Step 1: Register

Register for the RBS Spring 2024 Career Fair for NB and NWK students!

February 20th, 2024
10:00 AM - 3:00 PM
Livingston Student Center



1

Log into



<https://business-rutgers.12twenty.com>



Click on the “Events” tab

2

3

Scroll to find the “RBS Spring 2024 Career Fair” event and click on it

Click on “Register now”, which will open another tab

4

5

Click on “Register” to submit your registration. You’ll receive a confirmation email and you’re all set!

***Sample Plan
- Accounting
Major***

Top Tier List

2nd Tier List

Deloitte

Eisner Amper

RSM

Withum

KPMG

Yip & Associates

Marcum

Berkower LLC

Crowe

Company Research



Go to company websites to understand their business purpose, products and customer base



Review their career pages for internship & job opportunities

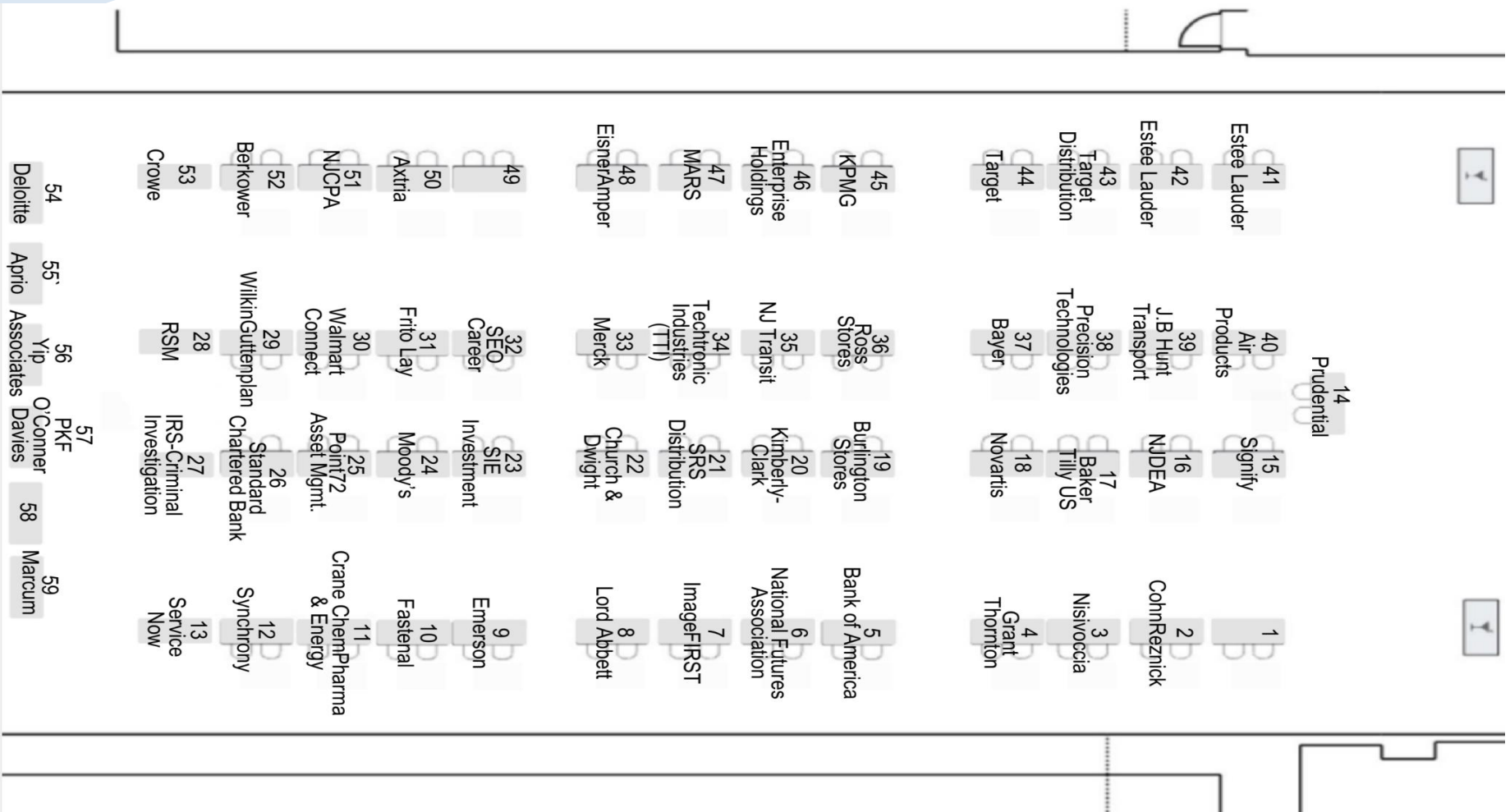


Check out their social media accounts to see how the present themselves to the public



Look for common areas of interest and current events as discussion points

Map Out Your Route



Floor Plan from Fall 2023 Newark Career Fair

Padfolios

- OCM has padfolios for students to use at career fairs
- Pick up at 1WP in 3rd floor suite

