



## FMA Members

### Notes from the meeting on Wednesday the 14<sup>th</sup> of February 2007.

*Following is a brief outline of what topics were touched upon by Margaret Wilkes in the presentation titled, "Job Fair Success Workshop" by the career center.*

**Presenters: Margaret Wilkes**

**Organization: SJSU Career Center**

#### 1. Resume

- a. Target Resume: Seeking a xyz position at ABC Company.
- b. Target Resume through position, functions, answer what the employee wants.
- c. Make resume employer centric.
- d. Experiences:
  - i. Examples of projects, Analytical (if you lead a team, make sure you mention it).
- e. Use Action verbs to attract employers.
- f. Put relevant information first.

#### 2. Organize Material Ahead of Time

- a. Do not waste time at the fair shuffling through papers, resumes, notes, etc.
- b. Have a plan ahead of time, where you want to go, what company do you want to target first?

#### 3. Dress Professionally and Be Professional

- a. Employers do check web pages such as Myspace.com.
- b. Men should wear Suits, no bright shirts, hats, etc.

- c. Women should not wear skirts, but professional attire.

#### 4. One Minute Interview

- a. Have a targeted summary of your work experience and/or class project.
- b. You know why you are there for them, but you want them to know why you are there for their company.

#### 5. Strategize

- a. Expect the unexpected.
- b. What makes you different, why should they consider me? Why should I work for them?
  - i. Have a professional answer, something well thought out, clear and concise.
  - ii. Talk about self, nothing wrong in showing confidence.

#### 6. Follow-up Letter and Thank You Letters.

After the presentation, members were asked to fill-out a questionnaire and given an early bird pass thereafter. Members also asked questions, and were able to talk to the presenters independently.