



SUCCEED AT THIS YEAR'S CAREER FAIR

- **RESUMES**

Learn some tips to make sure you have the best application materials prepared!

- **CAREER FAIR OVERVIEW**

What to do before, during, and after career fair to get the most out of this opportunity & learn what to wear in different business settings.

- **ENGAGING WITH RECRUITERS**

Look at some questions to start conversations with recruiters. A Q&A with our trusted faculty provides more insight into building relationships with recruiters.

- **TIME TO APPLY**

Explore how to follow-up with recruiters after the career fair, utilize LinkedIn, write cover letters, & succeed in an interview.



@tamupaid
website: paid.tamu.edu



Texas A&M
University

RESUME TIPS

Starting Your Resume:

- **Organize information with the most recent/relevant experience first**
- **Be consistent with formatting (font, text size, and spacing)**
- **For bullet points:**
 - Use action-oriented words
 - Write with your audience in mind
 - Describe impact with specific numbers and skills
 - Structure: action verb + context + tangible impact
 - Punctuation: Decide whether to add a period at end of each line



Optimize Your Resume:

- **Use a professional resume template**
 - **Mays Business Template**
- **Reference PAID Officers' resumes on PAID website**
- **Attend the Resume Review where PAID officers and industry partners will refine your resume**



MAYS BUSINESS



PAID OFFICERS' RESUMES

Should my resume be one page?

Yes! As you grow in experience, this can be a challenge. Make a "Master Resume" with all of your experiences and involvement. Then compile a one page resume specifically for your application with the most relevant information.

Wondering what sections to include?

- **Education**
- **Work Experience**
- **Involvement and Leadership (Professional Organizations & Activities)**
- **Skills, Honors, Interests**

RESUME EXAMPLE

FirstName LastName

Phone Number | TAMU Email Address | LinkedIn URL

EDUCATION

Texas A&M University, Mays Business School City, State
Master of Business Administration (input your degree from resume checklist) September 2024

University Name City, State
Bachelor of Degree in Major May 2017
GPA: x.xx/4.0
Honors: xx

EXPERIENCE (This section should show value-added and accomplishments, not just job responsibilities/duties)

Company Name City, State
Position Title, Group Name if Appropriate September 2021 – August 2022

- A verb (your action) + context+ accomplishment (result)= formula for bullet points
- Led team's efforts to do xx by creating/managing xx; resulted in increased sales / profits / cost savings
- Analyzed options available for xx and recommended xx based on time and resource considerations; implementation led to successful marketing of xx

Company Name City, State
Position Title, Group Name January 2019 – August 2021

- A verb (your action) + context + the accomplishment or result = formula for bullet point
- Led team's efforts to do xx by creating/managing xx; resulted in increased sales / profits / cost savings
- Analyzed options available for xx and recommended xx based on time and resource considerations; implementation led to successful marketing of xx

Company Name City, State
Position Title, Group Name if Appropriate June 2017 – December 2018

- A verb (your action) + the accomplishment or result = formula for bullet point; Do not duplicate action verbs
- Developed report generation system and business analysis models in MS Access and Excel to increase xx and minimize duplicated efforts across multiple departments

LEADERSHIP & INVOLVEMENT (This section title may vary depending on your background. Do not include employer related experience in this section.)

Organization Name City, State
Position Title Start Month and Year – End Month and Year

- Recruited xx new members through development of online promotional campaign targeting xx
- Highlight the most relevant/high impact aspects on your leadership experience

Organization Name City, State
Position Title Start Month and Year – End Month and Year

- Collaborated with team of 6 to develop outreach initiative targeting recent alumni which increased participation in annual fundraising event 60%; dollars raised exceeded goal by \$20K
- Negotiated revised agreement with vendor to provide xx at reduced cost resulting in savings of \$7K

SKILLS, ACTIVITIES & INTERESTS (Section title may vary based on your individual situation, not all items below are necessary)

Languages: Fluent in xx; Conversational proficiency in xx (list only languages other than English)

Technical Skills: List any programming languages, etc.

Certifications & Training: Any extra courses or programs relevant to your career pursuits

Activities: Student Clubs, Volunteer Work, Independent Activities

Interests: Keep this to 1-2 lines and be specific; do **not** go overboard

CAREER FAIR OVERVIEW

BEFORE:

- Update your resume and LinkedIn! Attend PAID's resume review.
- Have an elevator pitch prepared. Be able to communicate what you've done and what you're looking for. Give yourself time to practice before the day of to ensure you are confident in front of recruiters.
- Attend the prep workshop and networking social to ease any nerves.
- Make a list of companies that interest you, and learn more about them through research.
- Educate yourself about the industry and related current events.
- Have some questions ready to ask the recruiters about the job.
- Print out more resumes than you think you need. Anywhere from 15-25 depending on how many companies you are interested in.

DURING:

- "Warm up" by practicing with a company not on your list
- Take breaks
- Get contact information (Business Card, LinkedIn, Email)

Take notes after each conversation:

- What did you like?
- Where is the position?
- How do you apply?
- Who did you talk to?
- What questions do you still have?

AFTER:

- **Build on the network you began at career fair.**
- Send follow up emails.
- Connect with a personal message on Linked In
- After applying, let recruiters know to look out for your application.

WHY IS CAREER FAIR IMPORTANT?

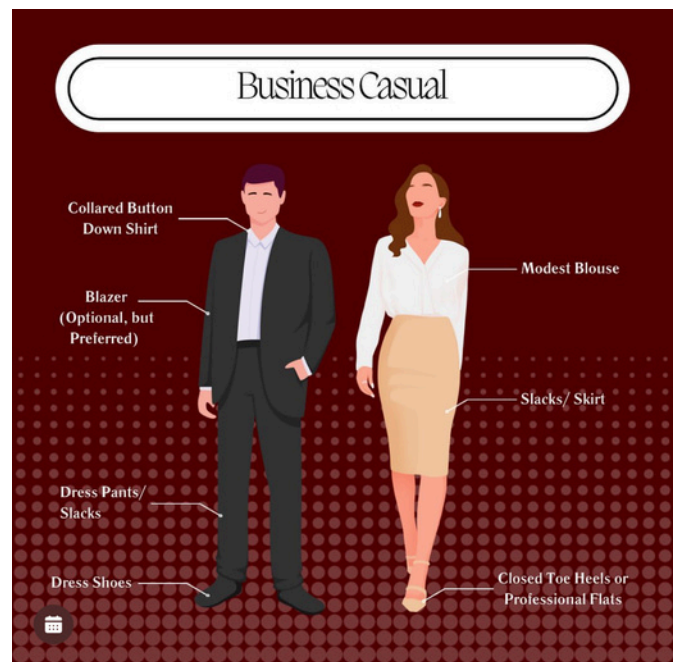
PAID has been connecting students with industry since 1983 and will continue to do so this semester. Career Fair is a great opportunity for students to meet with recruiters and continue the search for jobs and internships. On average, a survey of students showed that around 45% students found their job through the PAID career fair.

WHAT TO WEAR

Business Casual

For both types of outfits, wear something that fits your personal style and that you feel comfortable in. How you dress is the first step in establishing your personal brand!

Business Casual is a good choice for events similar to the Networking Social.



What should I bring?

Resumes, A Small Bag/Padfolio, Notepad & Pen, Phone, Chapstick/Lip-gloss, Mints

Business Professional

If you feel unsure of what to wear, go with Business Professional. It is better to be overdressed!

Business Professional is a good choice for the Career Fair and for Interviews!





ENGAGING WITH RECRUITERS

Company Culture:

How would you describe your company's culture?

Are there any mentorship opportunities for new hires?



Growth:

What can I do during the rest of this semester to make myself an asset to your company?

How does your company encourage continuous learning and professional development?

What does growth look like in your company?

About the Company & Role:

What is a goal your company has in the next five years?

What does a typical career path look like for someone in an entry-level role?

What makes you most excited to go to work every day?

What does success look like in this role?



ADVICE FROM FACULTY

How can students get the most out of networking social?

“The networking social, the night before the paid career fair, is the most casual time that we have with our industry partners. Don’t hang and tag yourself to just the one partner. Meet as many recruiters as you can, even if it’s in a circle of people.” - Evan Vestal

What advice do you have for students who aren’t 100% sure with what they want to do after college?

“Know that very few people are 100% sure. Look for something in an industry that you have some of the skill necessary to be successful in that industry, you like it enough to work hard to get good at it, and that it has an impact.” - Jay Johnson

How can students make an impression during a short interaction with recruiters?

“Treat every interaction with a recruiter as if you are applying for the most important job in the world (not to be stressed but to be well prepared). Be impeccably groomed and dressed every time. Always be 5 minutes early to your appointment. Find the sweet spot between humility and ambition. Be respectful and humble yet project enthusiasm and willingness to learn. For the latter, a potent question to a recruiter could be: “What kind of mentorship programs do you have in place in your organization?” and/or: “What are the opportunities for professional growth in your company?” After each engagement with a recruiter, conduct an after action report (AAR); debrief: what went wrong, what went well? Update your thinking and preparation accordingly to do even better next time.” - Eleftherios Iakovou

NOW IT'S TIME TO APPLY!

In this section we will look at:

- Writing a follow-up email to recruiters after the career fair
- How to construct a personalized cover letter
- Utilizing LinkedIn to build relationships with recruiters
- Interview Tips

FOLLOW-UP EMAIL EXAMPLE

Hello **[Recruiter's Name]**,

It was a pleasure meeting you at the Texas A&M PAID Career Fair last week. I enjoyed learning more about **[Company Name]** and meeting more of the team. The career path into a **[Position Title]** we spoke about is very much aligned with the type of opportunity I'm looking for after graduation. **[Include any other memorable/personalized parts of your conversation]**. I have submitted my application and am hopeful to move forward in the interview process. Please let me know if you need anything more from me at this time and thank you again for the conversation.

Regards,
[Your Name]



UTILIZING LINKED IN

- Treat LinkedIn as an extension of your resume
- Upload an appropriate profile photo
- Build a network (professors, students, colleagues)
- Add relevant experience and skills
- Connect with companies & recruiters after the career fair
- Send personalized messages to recruiters when you request to connect
 - Use the template above
 - Don't include an "ask" in your initial message
- Stay active and keep your page updated

COVER LETTER EXAMPLE

[Your Name]
[Your Email Address]
[Your Phone Number]

[Date]

To:
[Recipient's Name]
[Company Name]

RE: [Position Title] – [Season/Year, e.g., Summer 2025 Internship]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Internship/Job Position Title] at [Company Name]. I am grateful to have had the chance to speak with [Recruiter's Name] at [Event or Source of Interaction, e.g., the PAID Career Fair] and to learn more about the inspiring work and culture at [Company Name]. Our conversation left a strong impression on me, particularly [mention a specific detail from the conversation or something about the company that motivates you to apply, e.g., the innovative approach to industry challenges, commitment to sustainability, or collaborative environment].

This role aligns closely with my career goals and academic background. I am especially drawn to it because [explain what specifically about the company or position excites you, e.g., opportunities for professional development, involvement in meaningful projects, or alignment with personal values]. With my background in [Your Field/Industry, e.g., engineering, finance, marketing] and experience in [mention key areas relevant to the role, e.g., project management, client relations, data analysis], I bring a unique blend of skills and knowledge. During my time at [Previous Company/Organization/Project], I had the opportunity to [describe a relevant responsibility, achievement, or project that highlights your skills and fits the job's requirements]. This experience strengthened my ability to [mention a skill or trait relevant to the position, e.g., work strategically, adapt quickly to challenges, lead cross-functional teams].

I am excited about the possibility of contributing to [Company Name] and am enthusiastic about the chance to bring my skills in [mention relevant skills or areas of expertise] to your team. Thank you very much for considering my application. I look forward to discussing how my background and skills align with the objectives of [Company Name].

Sincerely,
[Your Name]

WHEN DO I USE A COVER LETTER?

When applying for jobs online, you should upload a personalized, unique cover letter for every opportunity along with your resume. Cover letters help you stand out from other applicants and explain things that may not come up on your resume. You can address gaps in your experience (e.g., I do not work because I play a sport or lead an organization), express your interest in their company, and directly communicate with the hiring team.

INTERVIEW TIPS

Research the Company

- Understand the company's mission, products, services, and recent news
- Be prepared to align your skills and experiences with the company's values and goals

Practice Common Interview Questions

- Behavioral questions: Use the STAR method to answer questions
 - Situation: Describe the context
 - Task: Explain your responsibility or the challenge
 - Action: Highlight the steps you took
 - Result: Share the outcome and impact
- Be ready to answer:
 - Why this role/company?
 - Tell me about a time you faced a challenge and how you overcame it?

Be Ready to Talk About Your Experience

- Highlight achievements from your resume
- Focus on the tangible impact you made in passed roles (e.g., "increased efficiency by 20%...")
- Tailor your responses to show how your experiences align with the job description

Ask Insightful Questions

- Prepare 2-3 thoughtful questions for the interview
- "What does success look like in this position?"
- "How would you describe the company culture?"

Body Language & Communication

- Confidence: maintain good posture, eye contact, and positive demeanor
- Active Listening: avoid interrupting, engage fully with interviewer questions
- Clear Communication: speak clearly, avoid filler words like "um" or "like", and pace yourself

Follow-Up After the Interview

- Thank-You Email: Send an email within 24 hours, expressing gratitude for the interview and reiterating your interest in the role
- Mention something specific you discussed during the interview to make the email more personal