Fall Career Fair Assignments

At the Career Development Center, we enjoy connecting students and employers through the Fall Career Fair. This is a great opportunity for students to learn about careers and initiate recruitment for entry-level positions and internships. Students can also interact with recruiters from graduate and professional programs.

Student preparation is a critical step in order for students and recruiters to make the most of the Fall Career Fair. Please require students to attend the Fall Career Fair or provide extra credit if you can!

Here are several options for your student group to facilitate a productive recruiting event.

**Request a Group Presentation:** Contact us to request a presentation on preparing for Fall Career Fair. We’ll cover employer research, resume writing, dress for success, elevator pitches, and event day strategies.

Use the link below to request a presentation:
https://mtsu.edu/career/requestpresent.php

**Request a Class/Group Assignment:** Contact us to request our support for your assignment. The Resume Assignment and the Career Fair Prep Assignment are a great way to engage students in their career readiness.

Use the link below to request an assignment:
https://www.mtsu.edu/career/requestassignment.php

Assignment Options:

1. **Resume Assignment.** Have students read the Resume Writing Guide and use one of the Word doc sample resumes and submit their draft for review by the Career Development Center through the Document Drop e-mail address, pca@mtsu.edu. Have initial drafts submitted 3 weeks before the Fall Career Fair and final draft due 1 week prior to the Fair.

2. **Career Fair Prep Assignment.** Have students make an appointment with the Career Development Center to review their Fall Career Fair attire and feedback on their elevator pitch. This assignment should be completed no later than 3 weeks prior to the Fall Career Fair. Note that the Career Development Center also maintains Raiders Closet for students who need access to free clothing for the Fall Career Fair.

3. **Career Fair Reflection.** Have students attend the Fall Career Fair, collect 5-7 business cards from recruiters and have students write a one page reflection paper on their event experience and how their career plans or job search have been influenced.