

HOW DO I SET UP INDIVIDUAL INTERVIEWS AT THE FAIR?

There are three separate ways for you connecting with employers:

- Upload a copy of your resume to the mnpcfair.org site. Beginning in January, employers will have access to the resume database so that they can begin reviewing the qualifications of students attending the fair. From January until the fair, employers may contact you directly to schedule interviews.
- E-mail/mail a resume and cover letter using the contact information on the employer list to request a pre-arranged interview (detailed instructions are outlined below). Beginning in January, employers are giving early consideration to those students requesting pre-arranged interviews. This is your chance to target employers of most interest to you and call attention to yourself as the perfect hire for a particular position or internship.
- Market yourself effectively to employers at their exhibit booths on the day of the fair. You will have a very short time - one to three minutes - to make an impression on each recruiter you approach. Employers will meet all interested candidates during the open booth hours and schedule remaining individual interview appointments with selected candidates. For more information about how to make a great first impression, see the "Benefit Statement" section on the Piper Center's Interview Questions webpage.

WHAT IS A PRE-REQUEST?

A Pre-request is a formal inquiry in which you reach out to an employer, usually by email, to request an interview that is scheduled before you arrive at the fair. Organizations have a finite number of interview slots. By writing to request a pre-arranged interview you are calling attention to your qualifications prior to the hustle and bustle of the fair and increasing your chances of getting an interview.

HOW DO I START?

1. Research the companies/organizations with which you will be making contact at the fair

This is the most time-consuming part of the preparation process but undoubtedly the most crucial. Recruiters will expect that you know something about the positions they are offering and about the company/ organization they represent. To begin the research process, access the Employer List Online. The list of employers will appear; choose the employers/ positions of interest to you. After identifying those companies and positions of interest to you, expand your exploration to organizational websites and recent news pieces. Some questions to guide your investigation may include: *what specific programs, initiatives, or characteristics make this organization stand out? What types of values does this organization have that resonate with me? Why would I want to be a part of this organization over others?*

2. Begin, update, and/or polish your resume.

Check out the job description of the particular positions listed on the MN Job Fair website and tailor your resume as to highlight your relevant skill set and experiences. Note: you may want to create different versions of your resume for different positions for which you hope to be interviewing. If you have not yet started a resume, check out the samples on the Piper Center Website and complete the online Resume Worksheet. Once you have a draft, stop by the Piper Center anytime between 8:00-5:00 Monday-Friday to get feedback.

3. Compose a Pre-request

A pre-request is a way to connect with a recruiter prior to meeting them in person. Give your resume a personal tone, briefly highlight your experience and skill set, and formally ask for an interview. Emails requesting pre-arranged interviews should be sent as early as possible, as you will be competing for a limited number of pre-arranged interview slots with students from other private colleges. To get ideas for general content, visit the Piper Center's Cover Letters section on the web page. Although a pre-request is similar to a networking email, there are some key differences:

- In addition to introducing yourself, indicate that you will be attending Minnesota's Private Colleges Job & Internship Fair and state your interest in a specific position or internship.
- If applicable, formally request a pre-arranged interview *NOTE: Some employers will NOT be holding interviews on-site at the fair, in which case, you would NOT officially request an interview. Rather, the pre-request email would serve more as a general cover letter. Check the employer's information section on the Fair's Employer List.*
- If applicable, attach your resume (as a PDF) to the email *NOTE: It is important to follow the instructions the organization has provided. Check the employer's information on the Employer List.*

HOW DO I SUBMIT A PRE-REQUEST?

Pre-requests are normally sent out in email form, with the cover letter forming the content of the email and the resume as an attachment. Convert your resume to a pdf to preserve formatting. To find recruiter contact information, visit the individual company profile on the Fair's Website.