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ELECTRICAL ENGINEERING

The Fu Foundation School of Engineering and Applied Science

Career Fair 101: Prepping for the STEM 2013 Career Fair



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Career Fair 101: Overview of Topics

- ✓ General Tips
- ✓ Preparation and Research / Targeting Employers
- ✓ Your pitch
- ✓ What to bring
- ✓ Professional etiquette and dress code
- ✓ Navigating the event
- ✓ Following-up
- ✓ Advice for Juniors
- ✓ Advice for Seniors
- ✓ Resources





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Career Fair 101: General Tips

- ✓ Get a good night's sleep the night before.
- ✓ Eat a healthy breakfast.
- ✓ Arrive early.
- ✓ Dress the part.
- ✓ Bring your best and most energetic you.
- ✓ Take breaks to compose yourself and take down notes.
- ✓ Be curious.
- ✓ Bring 10 – 20 copies of your resume.
- ✓ Bring business cards.
- ✓ Bring a pen and paper.
- ✓ Sell your transferable skills.





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Career Fair 101: Preparation and Research Targeting Employers

- ❑ Why research the employer list?
 - There will be over 100 employers at the Fall Career Fair and you will need to prioritize a few. Ideally you will meet with 5.
 - Ensure you maximize your time and energy.

- ❑ How to research employers
 - Company websites and postings, LinkedIn, Google News & GlassDoor.com.

- ❑ Narrowing your focus
 - Pick your top 5-10 companies of interest and research them using the above mentioned sites and resources.
 - Head directly for these companies and immediately target the one with the shortest line.





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Career Fair 101: Preparation and Research Targeting Employers

- ❑ Employer summary
 - 83 Employers will attend looking for Bachelor's students
 - 76 Employers will attend looking for Master's students
 - 86 Employers will attend looking for Full-Time Entry Level employees
 - 47 Employers will attend looking for Full-Time Experienced Level employees
 - 26 Employers will attend looking for Fall or Spring Interns
 - 46 Employers will attend looking for Summer Interns
 - 39 Employers will attend for sponsor Visas





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Career Fair 101: Preparation and Research

Targeting Employers – KSAO

EE Skillset

20 sectors representing 90+ firms

Aerospace

Construction

Engineering

Manufacturing

Automotive

Consulting

Environmental Services

Military & Defense

Aviation

Defense & Space

Financial Services

Research

Biotechnology

Electronics

Information technology

Start-Up

Software

Energy

Internet / E-commerce

Telecom



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Career Fair 101: Preparation and Research Targeting Employers – Bachelors GENERAL

ORGANIZATIONS HIRING UNDERGRADUATES (83)			
10gen	Festo Corporation	MathWorks	Rocket Fuel Inc.
Alcoa Inc.	Foxconn Electronics	Mediaocean	Roux Associates, Inc.
Applied Materials	Gannett Fleming	Memorial Sloan Kettering Cancer Center	Stantec Consulting Services Inc.
Arup	General Dynamics Electric Boat	Michigan Economic Development Corporation	STV, Incorporated
AT&T	German Center for Research and Innovation	Microsoft Corporation	Syncsort Inc.
Betterment	Goldman, Sachs & Co.	Mini-Circuits	Teledyne LeCroy Corporation
Bloomberg L.P.	Google, Inc.	Mojiva	Thornton Tomasetti
Central Intelligence Agency (CIA)	Grouper	MTA	TripAdvisor
Citi	Hazen and Sawyer	Naval Research Interprise Internship Program	Tumblr
Colgate Palmolive Company	Hewlett Packard	New York City Department of Transportation	Turner Construction Company
Con Edison	Honda R&D Americas, Inc.	New York City Teaching Fellows	United States Army
Cornerstone Environmental Group, LLC	IBM	NewsCred	United States Marine Corps
D. E. Shaw Research	InterSystems Corporation	NYU Langone Medical Center	Urban Teacher Center
Dow Jones & Company	IXL Learning	Oak Ridge National Laboratory	Vaptech Inc.
Dragados USA	Kencast, Inc.	Offerpop	Venture For America
ENVIRON International Corporation	Kulite Semiconductor Products, Inc.	P.W. Grosser Consulting, Inc.	Vimeo
Epic	L'Oreal USA	Palantir Technologies	VMware
ERS	Langan Engineering & Environmental Services	PepsiCo	Yahoo!, Inc.
FactSet Research Systems Inc.	Lend Lease	Regeneron Pharmaceuticals, Inc.	Yext
Federal Energy Regulatory Commission	Mars & Co Consulting	Rent the Runway, Inc.	Yodle
Federal Reserve Board	Match Education	Risk Management Solutions	



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Career Fair 101: Preparation and Research Targeting Employers – Masters GENERAL

ORGANIZATIONS HIRING MASTERS STUDENTS (76)			
10gen	Festo Corporation	MathWorks	Sendyne Corporation
Alcoa Inc.	Foxconn Electronics	Mediaocean	Severud Associates
Applied Materials	Gannett Fleming	Michigan Economic Development Corporation	SKIM Analytical
Arup	General Dynamics Electric Boat	Microsoft Corporation	Stantec Consulting Services Inc.
AT&T	German Center for Research and Innovation	Mini-Circuits	STV, Incorporated
Betterment	Goldman, Sachs & Co.	Mojiva	Syncsort Inc.
Bloomberg L.P.	Google, Inc.	MTA	Teledyne LeCroy Corporation
Central Intelligence Agency (CIA)	Hazen and Sawyer	Mueser Rutledge Consulting Engineers	Thornton Tomasetti
Colgate Palmolive Company	Hewlett Packard	New York City Department of Transportation	TripAdvisor
Con Edison	Honda R&D Americas, Inc.	New York City Teaching Fellows	Tumblr
Cornerstone Environmental Group, LLC	Intel Corporation - PTD	NYU Langone Medical Center	Turner Construction Company
D. E. Shaw Research	InterSystems Corporation	Oak Ridge National Laboratory	United States Army
DeSimone Consulting Engineers	IXL Learning	Offerpop	Urban Teacher Center
Dow Jones & Company	Kencast, Inc.	Palantir Technologies	Vaptech Inc.
ENVIRON International Corporation	Kulite Semiconductor Products, Inc.	PepsiCo	Venture For America
Epic	L'Oreal USA	Regeneron Pharmaceuticals, Inc.	Vimeo
ERS	Langan Engineering & Environmental Services	Risk Management Solutions	VMware
FactSet Research Systems Inc.	Marlabs Inc.	Rocket Fuel Inc.	Yahoo!, Inc.
Federal Energy Regulatory Commission	Mars & Co Consulting	Roux Associates, Inc.	Yext



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Career Fair 101: Preparation and Research Targeting Employers – Full Time Entry Level GRADUATING SENIORS / GRAUDATING MSEE

ORGANIZATIONS HIRING FT ENTRY LEVEL (86)

10gen	FactSet Research Systems Inc.	Mars & Co Consulting	Severud Associates
Alcoa Inc.	Federal Energy Regulatory Commission	Match Education	SKIM Analytical
Applied Materials	Federal Reserve Board	MathWorks	Stantec Consulting Services Inc.
Arup	Festo Corporation	Mediaocean	STV, Incorporated
AT&T	Foxconn Electronics	Memorial Sloan Kettering Cancer Center	Syncsort Inc.
Betterment	Gannett Fleming	Michigan Economic Development Corporation	Teledyne LeCroy Corporation
Bloomberg L.P.	General Dynamics Electric Boat	Microsoft Corporation	Thornton Tomasetti
Central Intelligence Agency (CIA)	German Center for Research and Innovation	Mini-Circuits	TripAdvisor
Citi	Goldman, Sachs & Co.	Mojiva	Tumblr
Colgate Palmolive Company	Google, Inc.	MTA	Turner Construction Company
Con Edison	Hazen and Sawyer	New York City Teaching Fellows	United States Army
Contact Singapore	Hewlett Packard	NewsCred	United States Marine Corps
Cornerstone Environmental Group, LLC	Honda R&D Americas, Inc.	Oak Ridge National Laboratory	Urban Teacher Center
D. E. Shaw Research	IBM	Offerpop	Vaptech Inc.
DeSimone Consulting Engineers	Intel Corporation - PTD	P.W. Grosser Consulting, Inc.	Venture For America
DOTGO	InterSystems Corporation	Palantir Technologies	Vimeo
Dow Jones & Company	IXL Learning	Regeneron Pharmaceuticals, Inc.	VMware
Dragados USA	Kulite Semiconductor Products, Inc.	Rent the Runway, Inc.	Yahoo!, Inc.
ENVIRON International Corporation	L'Oreal USA	Risk Management Solutions	Yext
Epic	Langan Engineering & Environmental Services	Rocket Fuel Inc.	Yodle
ERS	Lend Lease	Roux Associates, Inc.	
Facebook	Marlabs Inc.	Sendyne Corporation	



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Career Fair 101: Preparation and Research Targeting Employers – Full Time Experienced GRAUDATING MSEE

ORGANIZATIONS HIRING FT EXPERIENCED (47)			
Alcoa Inc.	Gannett Fleming	Mediaocean	Rocket Fuel Inc.
Arup	General Dynamics Electric Boat	Mini-Circuits	Sendyne Corporation
Betterment	German Center for Research and Innovation	Mojiva	Stantec Consulting Services Inc.
Central Intelligence Agency (CIA)	Grouper	MTA	Syncsort Inc.
Colgate Palmolive Company	Hazen and Sawyer	New York City Teaching Fellows	Thornton Tomasetti
D. E. Shaw Research	Honda R&D Americas, Inc.	NewsCred	Vaptech Inc.
ENVIRON International Corporation	InterSystems Corporation	NYU Langone Medical Center	Vimeo
ERS	IXL Learning	Oak Ridge National Laboratory	Weill Cornell Medical College
Facebook	Kencast, Inc.	Offerpop	Yahoo!, Inc.
Federal Energy Regulatory Commission	Kulite Semiconductor Products, Inc.	P.W. Grosser Consulting, Inc.	Yext
Festo Corporation	L'Oreal USA	Palantir Technologies	Yodle
Foxconn Electronics	Langan Engineering & Environmental Services	Rent the Runway, Inc.	



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Career Fair 101: Preparation and Research Targeting Employers – Internships JUNIORS / SENIORS / NEW MS Students

ORGANIZATIONS HIRING FALL or SPRING INTERNSHIPS (26)

Alcoa Inc.	Hazen and Sawyer	MTA	Stantec Consulting Services Inc.
Betterment	Hewlett Packard	NYC Department of Environmental Protection	STV, Incorporated
Central Intelligence Agency (CIA)	L'Oreal USA	Oak Ridge National Laboratory	TripAdvisor
DOTGO	Langan Engineering & Environmental Services	Offerpop	Tumblr
Facebook	MathWorks	Palantir Technologies	Vimeo
Federal Energy Regulatory Commission	Michigan Economic Development Corporation	Sendyne Corporation	Yext
Gannett Fleming	Microsoft Corporation		

ORGANIZATIONS HIRING SUMMER INTERNSHIPS (46)

10gen	FactSet Research Systems Inc.	Langan Engineering & Environmental Services	Severud Associates
Arup	Federal Energy Regulatory Commission	Mars & Co Consulting	Sponsors for Educational Opportunity, Inc.
AT&T	Federal Reserve Board	Michigan Economic Development Corporation	Stantec Consulting Services Inc.
Betterment	Festo Corporation	Naval Research Interprise Internship Program (NREIP)	Teledyne LeCroy Corporation
Bloomberg L.P.	Gannett Fleming	Oak Ridge National Laboratory	Thornton Tomasetti
Colgate Palmolive Company	German Center for Research and Innovation	Palantir Technologies	Turner Construction Company
Cornerstone Environmental Group, LLC	Goldman, Sachs & Co.	PepsiCo	Vimeo
D. E. Shaw Research	Google, Inc.	Regeneron Pharmaceuticals, Inc.	VMware
DOTGO	Hazen and Sawyer	Rent the Runway, Inc.	Yahoo!, Inc.
ENVIRON International Corporation	HNTB Corporation	Rocket Fuel Inc.	Yext
ERS	InterSystems Corporation	Sendyne Corporation	Yodle
Facebook	IXL Learning		



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Career Fair 101: Preparation and Research Targeting Employers – Visa Sponsorship INTERNATIONAL STUDENTS

ORGANIZATIONS HIRING INTERNATIONAL STUDENTS / SPONSORING (39)

10gen	Gannett Fleming	Mojiva	SKIM Analytical
Applied Materials	Goldman, Sachs & Co.	New York Power Authority	Square Inc.
Bloomberg L.P.	Google, Inc.	NewsCred	Teledyne LeCroy Corporation
D. E. Shaw Research	Grouper	NYU Langone Medical Center	The Hackerati
Dow Jones & Company	HNTB Corporation	Oak Ridge National Laboratory	Thornton Tomasetti
ENVIRON International Corporation	IXL Learning	Palantir Technologies	United States Army
Epic	Langan Engineering & Environmental Services	Rent the Runway, Inc.	Vimeo
ERS	MathWorks	Risk Management Solutions	VMware
Facebook	Microsoft Corporation	Rocket Fuel Inc.	Yahoo!, Inc.
Foxconn Electronics	Mini-Circuits	Sendyne Corporation	



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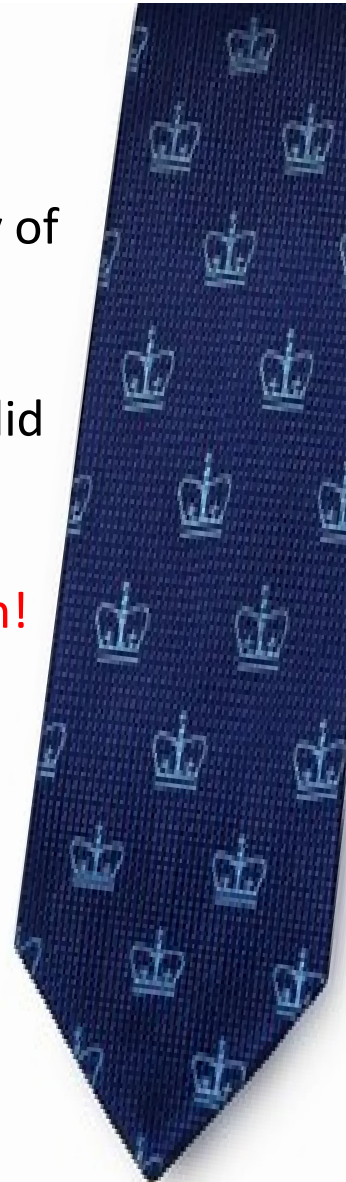
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Career Fair 101: Your pitch

- ✓ Prepare a 15 second pitch introducing yourself to the company of interest.
- ✓ Be sure to tailor this pitch to the company showing them you did your research and understand their organization inclusive of what interests you about them. Sell transferable skills if they are outside of industry. **This is where your prep work comes in!**

“Good morning! My name is Allan Engineer and I am a junior majoring in Electrical Engineering. During my coursework I’ve spent significant time analyzing product implementation from initiation to development. I really enjoy working to understand issues and gathering specifications to enhance existing processes. I think this fits well with Gilbane’s business analysis internship. Could you tell me more about it?”





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Career Fair 101: What to bring

- ✓ A professional portfolio to keep organized.



- ✓ Up to 20 copies of your resume. Use resume stock paper.



- ✓ Business cards.

 COLUMBIA UNIVERSITY
IN THE CITY OF NEW YORK

Firstname T Lastname
Education Degree
Degree Candidate, 2011
Program Name
School
Street 1
Street 2
City, ST 12345
111-111-1111 Cell 222-222-2222 fst@columbia.com

- ✓ Questions prepared for your organizations of interest.

- ✓ A pen and paper to take notes on employers you've met with.





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Career Fair 101: What to Wear MEN

- A CONSERVATIVE SUIT
 - ✓ Dark Colors
 - ✓ Navy, Charcoal, Dark Grey

- A SIMPLE TIE
 - ✓ Blue, Red, or Yellow with simple patterns or stripes

- A PRESSED SHIRT
 - ✓ White or Blue

- SOCKS – match your pants

- SHOES & BELT
 - ✓ These should match. The shoes should be polished and more formal.





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Career Fair 101: What to Wear WOMEN

- A PANT SUIT or SKIRT and BLOUSE
 - ✓ Conservative Color
 - ✓ Moderate Length
- A DRESS SHIRT
 - ✓ White, Off-White or Blue
 - ✓ Button-up and limit revealing necklines
- Hosiery – neutral with no snags or runs
- SHOES
 - ✓ Heels should be a comfortable height – not more than 1” – 2” inches





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Career Fair 101: Navigating the Event

- ❑ RESEARCH, RESEARCH, RESEARCH!!
 - Develop a target list.

- ❑ Develop a plan
 - Survey the landscape and see where your targets are.
 - Do not get upset if your first choice has a long line. Move to your next best option.

- ❑ Be comfortable being uncomfortable!
 - Do not gravitate towards friends or areas where large groups are hanging out.
 - Stick to your plan!





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Career Fair 101: After the Fair FOLLOWING UP

- Head home, decompress and get comfortable.
 - Career Fairs are hectic! Relax so you can compose yourself!

- Compose your notes.
 - Look to the notes you wrote after meaningful conversations you had taking note of key and interesting items discussed.
 - Organize your notes and business cards collected.

- Send a THANK YOU letter!
 - E-mail is appropriate no more than 24 hours after the fairs conclusion. If a Friday, Monday is fine.
 - Mention specifics.
 - Personalize it!





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Career Fair 101: GENERAL ADVICE JUNIORS & SENIORS

- Develop a target employer list of 30 – 50 companies.
 - Role?
 - Geographic Location?
 - Size?

- Network and begin to understand the market
 - Alumni
 - Friends & Classmates
 - Professors

- Develop a targeted resume towards 2-3 industries of interest





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Career Fair 101: RESOURCES

✓ **Sample Resume Formats**

<https://www.dropbox.com/s/nxzfn7dh0vizrbb/ResumeCoverLetterMSEEFall2013.pdf>

✓ **Business Cards**

<http://printservices.columbia.edu/student-business-cards>

✓ **Company List**

<http://specialevents.cce.columbia.edu/engineering-consortium-career-fair-2013/employer-profiles>

✓ **Elevator Pitch**

<http://www.careereducation.columbia.edu/resources/tipsheets/30-second-introduction>

✓ **Clothing Closet**

<http://www.careereducation.columbia.edu/services/clothingcloset>

✓ **Networking**

<http://www.linkedin.com/college/alumni>

✓ **Sample Questions**

<http://money.howstuffworks.com/business/getting-a-job/10-questions-to-ask-at-job-fair.htm#page=10>



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Career Fair 101: QUESTIONS

