



# INTERNSHIP & JOB FAIR

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February 16th, 1-3 pm

Design & Media Center Atrium

## MassArt Career Development

621 Huntington Ave, Boston, MA 02115  
Kennedy Building, 2nd Floor, within the Student Development Office  
[MassArt.edu/careerdevelopment](https://massart.edu/careerdevelopment)

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## PREPARE FOR THE FAIR

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### 1) Write your Resume

- a) Draft a resume following this [resume template](#) (Google Doc.) Need more assistance? Get [Resume Tips](#), find out [how to list different experiences on your resume](#), or [use this worksheet to get your basic information on paper](#).
- b) Schedule a resume critique: [massartinternships.youcanbook.me](http://massartinternships.youcanbook.me). Book early as slots fill up in the weeks before the fair.

### 2) Show your work on MassArt Portfolios (FREE & EASY!)

- a) [Join MassArt Portfolios \(powered by Behance\)](#) at <http://portfolios.massart.edu/>
- b) [Tips on creating your MassArt Portfolio](#)

### 3) Attend Career Development's Prepare for the Fair Workshop (date TBD.) Career Development upcoming events [will be posted on our website](#) and the [MassArt calendar](#) as details are finalized.

## BEFORE THE FAIR

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### 1) [Research the list of attending companies](#) (this list will be updated weekly up until the fair)

- a) Read through their job or internship posting(s) [on the Career Development site](#)
- b) Look at the opportunity description, qualifications, and application deadlines.
- c) Look at their website & online presence to find out more about what they do and how the job or internship may function within their organization

### 2) Decide which companies you would like to speak with

### 3) Prepare questions

- a) Asking specific questions will demonstrate you are interested and curious. Example: "I noticed on your website that your photo studio works with the healthcare industry. I'm curious about that- what types of projects do you do there?" instead of a general "So what does your company do?"
- b) Do you have questions about the job/internship description or company?
- c) Do you have questions about the hiring process? What can help you stand out when you formally apply? What is their hiring timeline
- d) Do you have questions about the qualifications they are looking for?
- e) What skills do they look for in interns? Employers don't always think in terms of majors like students. Often most are very open to different majors. Instead, ask about skills they look for or what aspects of your major would help their organization.
- f) What makes an intern or employee successful in their company? This will tell you what the employer values beyond resumes, majors, skills.

- g) What would you learn from interning at their company? Ask what you will learn, including software, business skills, equipment, materials, processes, working with clients, problem solving, etc.
- h) What are some examples of some intern projects?
- i) What career paths would their internships prepare me for?
- j) What is their company culture like? ...or What is a typical day like?

## AT THE FAIR

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### To bring:

- Copies of your resume and anything else (business cards, portfolio teaser sheets) that you have prepared.
- Bring a notebook and pen to write things down if needed

### How to Start the Conversation:

Not sure what to say when meeting employers? Don't worry, here are some suggestions.

- **Introduce Yourself**
  - Be friendly: give your Name, Major, & Year; shake their hand
  - Have some prepared questions to ask
  - Speak up (it will be loud)
- **Tell them a little bit about why you are interested in their company and job/internship.**
  - Show that you have done some research about them and are familiar with what they do
  - Be specific (and honest) about why you came to their table
- **Tell them about yourself and your goals**
  - Tell them what your goal(s) are. For example a summer or fall internship, internships down the road, jobs, curious about different creative industries or creative career paths
- **Ask a couple of your prepared questions**
- **Give them your resume and take their business card or contact information so you can follow up. If they don't have a card, write down their contact info (or have them write it for you.)**
- **Take notes of any information or advice they share**

- Dress to impress! Wear professional attire to the fair:



## AFTER THE FAIR

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The Fair is over but you're not done yet!

### **Formally Apply**

You will want to formally apply for the job or internships you are interested in. While you spoke to someone in person at the fair and they probably took a hardcopy of your resume- many companies also require a formal application so they can manage applications and keep track of submitted materials. Be sure to follow their application instructions on the job or internship description. Incorporate any advice you got on how to apply from the contact you spoke with. .

### **Thank the contact!**

You'll want to follow up with the contacts you spoke with. Before you forget, take a moment to go through the business cards/info you collected and jot down any additional notes about what you discussed.

Follow up within 3 business days with a "Thank You" email to the contacts for businesses you were particularly interested in:

- Introduce yourself again
- Thank them for taking the time to talk with you
- Say what internship/job you are interested in
- Explain why you are interested and link your skills to the opportunity & reference something specific you discussed with them
- Mention that you applied following their application instructions
- You may also attach resume/portfolio again so they personally have an electronic copy and can make sure it is reviewed
- Let them know you would like to be considered for an interview
- Include contact information
- Thank them again