



Tips for students Campus Fair next

Dear students,

Our career fair is returning to campus! This is why we have compiled tips for you, to make sure you get what you want from your visit. We recommend that you prepare yourself thoroughly. As a rule, this preparation will benefit you at all upcoming fairs as well as in the application process and when starting your career. Below, you will find a checklist that also serves as a clickable table of contents. This will give you a clear overview of the individual steps you need to take to prepare for the fair. We are always happy to answer your questions. Feel free to send an email to career@uni-saarland.de.

Good luck with your preparation!

Your Career Center Team

Checklist

1. Preparation for the fair

- a) Participate in a preparatory event offered by the Career Center
- b) Revise and update your CV
- c) Select relevant events from the fair programme
- d) Give a look to the job postings in our career portal
- e) Get to know the companies with the help of our fair catalogue
- f) Research the desired companies
- g) Get prepared for your self-introduction and questions
- h) Ensure good working conditions during the day of the event

2. Fair day

- a) Quick check of your CV and profile by the Career Center
- b) Have a free, professional application photo taken of you at the fair

3. Follow-up of the fair

- a) Write a suitable cover letter
- b) Prepare relevant application documents
- c) Send your application to the company
- d) Research companies with which unfortunately no interview could be arranged

1. Preparation of a fair using *next* as an example

a) Participate in the preparatory events offered by the Career Center

We offer several opportunities for you to ask us questions to prepare for the fair. You can find the dates (and those of our other **events**) here:

<https://www.uni-saarland.de/einrichtung/career-center/veranstaltungen.html>

b) Revise and update your CV

First, the most important thing: update your CV! You should do this at least every two years anyway, so that you can react quickly when you need it, instead of slacking off in a hurry.

We recommend you to:

Have a professional **application photo** taken of you, in which you look likeable, motivated and competent. Although this has not been compulsory for a few years now, it is always well received. You can also use the picture as a profile picture for LinkedIn, Xing and the like - or as a profile picture for an online career fair like *next digital*.

Choose a **design**, or even better, create a design that embodies you and fits the industry you want to apply to. If there are several and very different ones, create multiple designs and apply them to both the cover letter and the CV.

Create an as much as possible gap-free **antichronological CV** with all the information that could be of relevance in any way. You can then use that file to write a customised CV for the next application. For opportunities like the next digital, however, you need a general CV with all the relevant experience.

Think about how you can bundle your content in a way that is as **easy to understand** as possible. For most students, the headings such as "Education", "Work Experience/Internships" and "Qualifications" (e.g.: languages, IT, etc.) make sense.

Be honest about gaps in your CV and qualifications which you do not yet have and avoid lying in your CV. Many people don't know that lying in your CV is a potential offence and can lead to severe consequences. A gap in your CV or the lack of a certain competence does not necessarily mean that you don't get the job you wish for. You can balance out a lot with a strong personality.

c) Take a look at the job postings

Almost all the participating companies have published some of their jobs on the **job postings** in our career portal.

Definitely have a look at our career portal to get a first impression and be able to refer to a certain vacancy when it comes to a conversation with a company representative.

d) Get to know companies with the help of our digital fair catalogue

You can get informed about the exhibitors' company profiles in our digital fair catalogue. You find it on our website www.next.saarland

Get an overview which companies take part and which companies could be interesting for you. You can also filter companies, for example in terms of faculty, sector or career opportunities. So far, the catalogue is only available in German, we're working on it!

e) Research companies

You already have some information thanks to the **companies' profiles**, but if you are really serious about your desire to find a job or even to end up at exactly the company you want, further research makes sense. Nobody expects you to know the company inside out, but you should at least be able to give a well-founded answer to the question: "Why do you want to work with us specifically?"

It will also help you to prepare your own questions to the companies.

f) Get prepared for your self-introduction and questions

For job interviews as well as for the dates on the day of the fair, it is important to have the core elements prepared: at least the **self-introduction** and your own **questions!** Think about how you can introduce yourself in a few sentences that include all the information (relevant to the company).

Why did you choose your field of study and what kind of profession do you aspire to? At the end of each interview, there is always the opportunity to ask questions yourself. If you don't have any, you will seem less motivated and not that well prepared. Do not waste the chance to be remembered by the interviewer by asking good questions!

g) Ensure good working conditions during the day of the event

Keep the day of the fair free and organise the day in a way you can get in touch with as many companies that are interesting for you as possible. Don't hesitate to reach out directly to the companies and ask your questions.

2. Fair day

a) Support offered by the Career Center

We offer a quick check of your CV and profile from the beginning until the end of the fair and are available to answer any questions you may have!

b) Free professional CV picture

Just like last year, we offer free, professional application photos at the fair. Take the chance! You can just come by and have your photo taken – no appointment needed!

3. Follow-up of the fair

a) Write a suitable cover letter

The follow-up is just as important as the preparation. In the best case, your company of choice was there, you had an interview and made agreements about how to proceed.

Now you can create your customised cover letter: In the introduction, refer to the fair and the interview and describe why you are motivated to be hired by this company. Then summarise your most important positions and competences appearing in your CV and that are relevant to this company and this position (hard skills). Also describe the soft skills that you bring with you and that speak for your future success in this position. Don't forget to mention the general conditions: When or in what time frame will you be available and what salary do you have in mind? If you are applying for a compulsory internship, this should also be made clear. It's best to write it in the subject line.

b) Prepare relevant application documents

Scan your certificates and your transcript of records cleanly and attach them to your application in a logical order: As a rule, this corresponds to the order of the individual stages in your CV.

c) Send your application to the company

When applying by e-mail, make sure you use a serious email address and a good subject, for example: "Application as a compulsory intern, department XY at location XY".

A serious e-mail address nowadays contains usually only names and surnames, for example: max.musterman@provider.com or musterman.max@provider.com

The text in your e-mail should definitely contain the following:

Salutation of the person who you send your e-mail to, reference to the position, which you apply for, reference to your application documents in the annex, expression about you being happy for a soon answer/invitation to a job interview/etc., salutation in the end, name and surname.

Moreover, you can vary your text in your e-mail a bit by briefly describing your motivation for your application and/or the conditions, like your salary expectations.

You should definitely not just copy your cover letter from your application documents and fully insert it in the text section of your e-mail.

A signature at the end with all your contact details is useful and makes the whole thing look more professional.

When attaching the documents to your email, make sure that the cover letter, CV and certificates are combined in this order in one PDF file and that you have named it appropriately, for example "Application NAME as XY".

d) Research companies with which no conversation could be arranged

You can also find the profiles of all participating companies on the Career Center website:

<http://www.next.saarland/>

If you really regret that you did not get an interview with a company, use this as an opportunity to send a speculative application. Make it clear why this particular company is your employer of choice and why you are a suitable candidate.

If you would like to gain more confidence in your application and interview beforehand and ask a few more questions, you are welcome to attend one of the Career Center's other events. Dates and registration: <https://www.uni-saarland.de/einrichtung/career-center/veranstaltungen.html>