

## Tips for Successful Table Talk

**1. Bring up-to-date copies of your résumé.**

If you are a 2L or above, include your summer work. If you are a 1L, include information about your law school and graduation date. Please bring copies with you as there is no complimentary copy service onsite. We will have several law school professionals assisting with resume review on a first-come, first-served basis at the career fair.

**2. Practice your personal “tweet” introduction.**

Prepare a quick sales pitch to let them know who you are, what experience, skills or contacts you can bring to the employer and why you are interested in the employers.

**3. Be brief.**

Employers will appreciate your ability to be concise and direct. Do not take up more than two minutes of their time and don't resist if the employer wishes to speak with more than one student at a time – follow their cue to make a good first impression.

**4. Research employers.**

Come prepared with one or two specific questions you want to ask. Maximize your few minutes with the employer by ensuring the answers to your questions are not readily available on the employer's web site.

**5. Dress for success.**

You only have one chance to make a first impression. Business attire, preferably a suit, is the way to go.

**6. Follow up is important.**

Collect business cards and/or contact information. A good way to keep track of items of note for particular employers is to write something that was said during your conversation on the back of the employer's business card and refer to it in your follow-up. Be sure to follow up with an email re-introducing yourself and expressing your interest. Be sure to attach your résumé, even if you already gave them a hard copy.