A world of opportunities
Dear Students and Alumni

The Guidance Office is presenting a Career Fair on May 12, 2010 at the Beirut campus. Our objective is to help you open doors, overcome obstacles and increase your employment opportunities.

You are strongly encouraged to take part in this event. You will have a chance to meet representatives of different companies and possible future employers, to exchange information, ask pertinent work-related questions and present your CV’s and résumés. Therefore, it is essential for you to be prepared on that day.

We hope that this day will be an eventful one for you and that it may be the beginning of a successful career.

For further information or help, please do not hesitate to resist the Guidance Office.

Jannine Zakka
Director of Guidance
Beirut Campus
A career fair is a “one-stop shop” for job seekers and potential employers. It’s a one-day event that allows freshmen, sophomores, junior and senior students, and alumni to network with potential employers from a wide range of industries under one roof.

LAU career fair takes place in a professional but relaxed campus environment. Attending such an event can be very efficient as you will be able to get acquainted with a large number of companies in one day — a task that might take you months to accomplish on your own.

Good luck with your job search! We hope you will make the most out of this event!

How To Turn a Career Fair To a Job offer?

Before the Career Fair

- Prepare your one-page résumé. If you need assistance, you can drop by the Career Guidance Officer anytime between 8:00 and 4:30 pm every day. Prepare 20 to 30 professional copies of your résumé.
- Get a list of the participating companies and research the ones that interest you the most. The list is available at the Career Guidance Office.
- Some company representatives may conduct informal interviews. Prepare a quick introduction about yourself (your name, major, special skills, professional experience). Don’t memorize the introduction but relay it in a natural way.
- Prepare some questions to ask the company representatives.

During the Career Fair

- Arrive early and visit your top-priority companies first.
- Business attire is the best way to dress to make a strong first impression. Avoid excessive jewelry and perfume.
- Greet employers and introduce yourself with a firm handshake and good eye contact.
- Hand the representative a résumé and get prepared to start answering questions.
- Follow up by showing interest in the company and ask pertinent questions. Make sure you ask questions to the representative: Ask about the company, the majors that interests them the most, if they have current job openings, and if they offer a training for new recruits.
- Remember that honesty is the best policy.
- Don’t bring food and drinks to the recruiting tables.
- Before leaving, ask for a business card so you can send a follow up thank-you letter. It’s also a very good way to develop your contacts.
- The career fair is always a good way to network. Networking is an efficient way to build your professional contacts. Networking with people from particular industries can be very beneficial for you to explore your career options.

Dear Students and Alumni

I’m delighted to announce that we have just added the Vault Online Career Library to our vast collection of resources at the Lebanese American University. LAU is the first university in Lebanon to provide this new and invaluable resource.

Vault is the world’s leading source of career information. It will make your efforts at researching employers, industries, and career subjects infinitely easier and more efficient. This new online resource contains:

- Career guides and employer profiles in PDF
- 4,000+ company profiles
- 3,000+ career advice articles
- Industry and occupational profiles
- Access to the Vault Message Boards for insider information
- Much more!

The Vault Guide to Résumés, Cover Letters, and Interviews provides you with practical information to create your résumé, overcome difficulties in writing your cover letter, and get ready to sit for interviews.

Log on to the career center web page: http://careerinsider.vault.com/wps/portal/careerinsider?parref=7117, and the journey begins. Please note that this resource is only available for LAU students and alumni and only from within LAU premises.

Should you need any assistance to navigate through Vault, please do not hesitate to contact me by visiting my office located in the Guidance Office, Nicot Building, Ground Floor, or by email at aya.mir@lau.edu.lb.

Good luck

Aya El-Mir
Senior Career Guidance Officer
Beirut Campus
After the Career Fair

- Keep an accurate record of the contacts you made during the career fair.
- You will make a strong impression if you follow up with the employer by sending a thank-you letter within two to five days after the career fair.
- Get prepared for a formal interview as most employers attend the career fair to select potential employees.

Make sure the following items are found in your resume:

- Name and family name
- Address (Building, Street, City, Country)
- Phone number
- Email: make sure it is in a professional format such as name.familyname@lau.edu.lb
- University, degree (bachelor of science or arts), major, minor, date of graduation
- Mention the semesters where you were listed on honor or distinction lists or your GPA if it is higher than 3.00.
- For each work experience, include your position, company name, month and date you were hired and the month and date you left the job.
- Mention any internship/training you completed
- Include your relevant experience, volunteer work, social affiliations, etc.
- Include your computer skills
- Include your date of birth, nationality and interests
- Make sure you spell check the whole document
- The best font size is between 10 and 12 (Times News Roman or Arial)

Interviews

Before the interview

- Gather as much information as possible such as the exact address, type of business, size, some key financial figures, key people, and the interviewer's full name, as well as major competitors in the local and international market, etc...
- Prepare a pen, a notepad and extra copies of your resume to take with you to the interview.

At the Interview

- Arrive on time. Arriving late, for whatever reason, always gives a negative impression about you.
- Introduce yourself with a smile and a firm handshake.
- Don't criticize past employers or colleagues.
- What to wear: for men, a dark suit is always the best choice in a corporate setting with a white or soft blue shirt. A tie is also recommended. For women, dark suits (pants or skirt) are also a good choice. They can be worn with short or long sleeved blouses.
- Be prepared to answer questions such as: Tell me about yourself; what are your strengths; what are your weaknesses; what do you know about our company; why do you want to work for our company; why are you interested in this position; how would your colleagues describe you; how would your boss describe you; how would you describe yourself; how would you describe your last job performance; what are your major accomplishments in your career; can you meet deadlines when you work under pressure; what are the activities that contribute to your personal development.
- Be enthusiastic.
- Show maturity and courtesy.
- Be prepared to ask questions such as: what are the short-term and long-term objectives you would like the recruited person to accomplish in this job; what kind of training would I receive; what are the most important skills required to perform this job; can you describe a typical on-the-job day; are there any problems to be faced in this position; are there advancement opportunities in this position; which employee appraisal system do you use to evaluate the employees in this position.

Please note that these questions are used as guidelines and some of these questions may not be suitable for your interviewing situation.

Closing the Interview

- Show your interest and enthusiasm to be part of the company's team of employees.
- Thank the interviewer for his/her time and consideration.
- You can ask a time frame within which you can expect to hear from the company.
Participating Companies

WEBSITE: www.deloitte.com/me/careers

MAJORS AND EMPHASIS REQUIRED:
Business Accounting, Finance, Management, Economics, Banking, Information Technology.


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