



Tips for a Job Fair

A Job Fair is an excellent opportunity to meet with a large number of employers in one day and in one location. Employers will accept resumes, distribute literature and give brief (5-15 minute) screening interviews.

PREPARATION

- It is normal to be nervous and a little anxious about attending the Job Fair, but preparation can calm you.
- Complete a great resume that effectively represents your knowledge and experience. Please see the Job Center if you do not have a resume, or if you'd like another pair of eyes to look your current resume over.
- Practice your interviewing skills. You want to develop a brief, 30-second introductory "script" for yourself, in order to introduce yourself to employers and get the conversation started.
- Prepare some questions for the organizations in advance.
- Familiarize yourself with the organizations attending the Fair. The list can be obtained from whoever is hosting the Fair.

PARTICIPATION

- Dress for the Fair just as you would dress for an on-site interview. Be neat and clean. Watch hemlines, necklines, make-up, hairstyles and jewelry that can influence an employer's decision. Positive attitude and enthusiasm are important. The first impression is extremely important. Remember to do an "image check".
- Be prepared and communicate effectively. Stress your skills and your experience: paid, unpaid, and academic. Make these employers want to consider you as a potential employee.
- Bring enough copies of your resume to distribute to employers.
- Have a strategy or plan for the day. Know which organizations you most want to contact and decide how you will use your 5-10 minute interview time (you may simply want to circulate your resume and gather information.) Take notes on your conversations with the recruiters and take their business cards so you can follow-up with them after the fair.

POST-FAIR FOLLOW-UP

- Make a list of the organizations that indicated they would be contacting you at a future time. You may want to reconnect with them on your own.
- Write thank-you letters to the organizations you contacted/met. Express your appreciation and where appropriate, your continued interest.
- Evaluate the day. Decide what things worked well for you and what areas you need to strengthen.
- Consider the Job Fair as only one of many excellent resources available to you - it should not be your sole job hunting effort.