

Job Fair Tips

- ❑ **Have a plan for the day.** Prioritize which employers you want to visit, but leave room for a few extras.
- ❑ **Have an ample supply of resumes with you.** You might want to tailor your resume's objectives to the different organizations you are interested in applying with, so having a few different versions of your resume is helpful. Also, make sure your resume is concise and aesthetically pleasing – employers do not have time to look through a five page resume, or one that is jumbled all over the page. Try and keep your resume to fewer than two pages.
- ❑ **Dress like you would for an interview.** Conservative, professional and clean are always the way to go.
- ❑ **Do your research ahead of time.** Research companies and the positions they are hiring for. Instead of asking broad questions you could have found the answers to online, ask recruiters to elaborate on information you have already researched and gathered.
- ❑ **Remember to use good etiquette.** Address recruiters by Mr., Ms., Dr., etc. Give firm confident handshakes, and thank them for their time. Have your cell phone off or set to silent and do not chew gum.
- ❑ **Remember this is a key networking opportunity.** Gather as many business cards as possible, and do your best to make positive lasting impressions.
- ❑ **Be prepared to answer questions about yourself.** Be concise, energetic, and articulate. Be sure to include why you are interested in working with the particular employer with whom you are speaking, demonstrated leadership abilities and what you could bring to the organization. Have a 30-second commercial ready about yourself.
- ❑ **Apply online after you meet with the company recruiter,** even if you have given your resume. Be sure to reference your talk with the recruiter in your written materials to add a personal touch and help yourself stand out.
- ❑ **Follow up with a thank you email or card.** This not only adds a personal touch, but shows your interest and initiative towards gaining the position.