

Job Fairs:

How to make them work for you!



Research the employers and make a list of those you want to talk to.

Many job fairs will have a web site that includes complete list of participating employers.

Prepare a 30-second summary of your qualifications.

You will have a brief opportunity to connect with employers – make the most of your time. Craft an interesting and catchy summary of your background and career interests. Practice! Practice! Practice!

Dress professionally.

First impressions are very important, especially when it comes to employment. Candidates should wear a suit that is conservative, professional, and comfortable. Shoes should be polished. Keep jewelry, make-up, accessories, and perfume/cologne to a minimum.

Arrive early.

Know when the job fair begins and arrive as close to that time as possible – the earlier in the day that you can meet with employers the better. You may receive a floor plan at the registration table, if so, take a few minutes to get familiar with the layout of the room and make note of where your “top employers” are located.

Take the right items.

Bring enough copies of your resume to distribute to all of the employers that interest you. Your resume should be printed on resume paper. It is a good idea to have copies of your reference list. Carry a nice pen and a pad folio so you can take notes on employers. **ALSO: Bring necessary registration materials – if applicable.**

Have questions for the employers!

Be prepared to ask each employer a question or two. Your questions should demonstrate that you have researched the employer and know what they do and how you could fit in the organization.

Ask about the next step.

As you depart from each employer ask for a business card and inquire about the next step in the application process. After you leave the employer take a moment to write a note about the contact on the back of the business card.

Give yourself a break!

There will probably be a space available for candidates to relax and chat with each other. Be sure to take a few minutes for yourself and have some quiet time.