

## **Job Fair Tips:**

- Research the employers who will be attending (see Web site) to determine those who match your interests and professional goals.
- Prepare pertinent questions to ask employers, and be prepared to answer questions about your goals, work experience, grades, etc.
- Develop and practice a 20-second "self-marketing presentation."
- Create/update your resume, being sure it is concise and focuses on appropriate academic and/or work experiences. Proof it carefully for mistakes. Bring an ample supply of professional looking copies to the fair.
- Dress nicely; a suit is not required, but your clothes should be businesslike, neat and clean. Your appearance makes the first impression and you want to be sure it is positive.
- Upon arrival, do a "walk through" of the entire floor of the fair. Observe how other candidates are approaching the tables.
- Visit your lower priority employers first. Practice your approach. When you are ready, visit the employers on the top of your list.
- Introduce yourself, maintain good eye contact and offer a firm handshake.
- Be sure to get a business card from recruiters you talk to, or write down their contact information.
- Be courteous at all times, and let your positive attitude show.
- Follow-up your contacts with a thank you note or call.

*Take this opportunity to explore all your options. Speak with organizations you may not have considered before. The recruiters can be excellent resources in your job search and decision making process!*