

## How to get the most from a Job Fair

Tips to help you have a successful job fair experience:

**Step 1 Pre-register:** Some job fairs allow you to pre-register and submit a resume in advance allowing the employer a chance to prescreen applicants before the job fair.

**Step 2 Research:** If possible, obtain a list of the employers attending the job fair to research the companies that you are interested in.

**Step 3 Resumes:** You may want different versions of your resume. Customize your resume for the companies you are interested in. Don't just drop off your resume and walk off.

**Step 4 Attire:** Show the employer you are serious by wearing professional clothing. Dress slacks, a nice shirt or blouse with dress shoes are recommended. For some professions a suit may be appropriate. It's better to be overdressed than underdressed. (No tennis shoes or jeans).

**Step 5 Strategy:** Usually you will get a map of where the employers are located. If you have done your research and learned about the employers you are interested in you will hit the ground running. You only have one initial shot at making a good first impression. Make it a good one.

**Step 6 Interviewing:** Smile and give a firm handshake. Be prepared to give them your "One Minute Commercial". Be able to sum up your skills, experience, abilities, education, and knowledge. Be prepared to answer common interview questions such as, "Why would you like to work for our company?" Have a few prepared questions for the employer. If your ideal company is not hiring for your position right now, get the contact information of the person who does the hiring for your position. Don't be discouraged and walk away. Pay attention to your body language. Be confident.

### **Step 7 Networking:**

Career fairs are opportunities to network with employers and job seekers. Be open to sharing information with other job seekers. There are often professional organizations or employment agencies which are good sources of networking.

### **Step 8 Follow Up:**

Your thank-you letter, phone call or email should include the following:

- a) Thank them for the time they spent with you at the job fair.
- b) Restate your interest and a summary of your qualifications.
- c) Request a second interview.
- d) Make a promise to follow the letter with a phone call.
- e) Enclose a copy of your resume.

Make sure you make that follow up phone call.

Use a job search contact sheet to keep track of the contacts you have made.