

10 Tips for Job Fair Success

1. Dress in a conservative and professional manner. Be considerate of others when using perfume and aftershave.
2. Bring along: a portfolio with copies of your résumé, list of references, a pen (that works) and a notepad; a smile, a strong handshake, a positive attitude; and a 30-second “sales pitch” about your skills, abilities, education and experience.
3. Research the companies that will be represented at the fair and prioritize them in the order you would like to talk to them. Plan to visit companies not on your list first to gain confidence and reduce interviewing anxiety.
4. Prepare a list of questions, based on research, to ask companies.
5. Review your résumé to reacquaint yourself with your educational background and work history.
6. Prepare an opening statement or greeting. Employers respond well to individuals who appear confident and focused on a specific career goal. Make eye contact with the person to whom you are speaking.
7. Be courteous and respectful of the privacy of other candidates when approaching an employer.
8. Try to talk to many employers. Take this opportunity to gather information about the company and the career field(s) they target, as well as employment opportunities.
9. Before leaving an employer, ask for his/her business card. Write notes regarding the topics you discussed on the back of the card.
10. After the fair, follow up on all leads. Send thank you notes to the recruiters to whom you spoke and reiterate your interest in a position with their company.

Courtesy of Parkland College, Champaign, IL.