



Make the Most of a Job Fair

Before the Job Fair

- Research the participating companies. Find out what they do, and which companies and which jobs is the best fit for you.
- Review and update your resume. Do not indicate your age, i.e., even with graduation dates, and show only the last 10 years of your work history. Is your resume attractive, easy to read, and free from errors? Is it targeted to the employment you are seeking? Does it show your employment objective and areas of interest?
- Practice your interview skills. Prepare your 30 second “elevator speech.” Be ready to answer questions about your work experience and skills. Be able to explain why you are a good fit for the company and for the job.
- Have questions to ask recruiters. Those might include: What job opportunities are available? What are the job responsibilities? What skills and past experience are they looking for?

At the Job Fair

- Dress for a business interview.
- Bring pens and paper to make notes.
- Bring extra resumes, enough to leave at least two with every recruiter.
- Keep yourself and your materials organized. You may want to use a portfolio, folder and/or small bag.
- When you meet with the recruiter:
 - Introduce yourself. Express confidence with a firm handshake and a smile, and by maintaining good eye contact.
 - Be interested. Briefly explain what you like about the company and give your “elevator speech.”
 - Ask the questions you prepared.
 - Ask about the application and hiring process. What is the timeframe? Is there a good time for you to make a follow-up call?
 - Do not ask about salary and benefits; discuss this only if the recruiter brings it up.
 - Ask for a business card or ask for a contact name, phone/fax numbers, and/or email address. Take brochures or other information available at the recruiter’s booth.
 - At the end of your conversation, offer a firm handshake and a thank you, making sure to address the interviewer by name.
- Keep a list of the employers you meet. After each conversation, make notes about the company and the conversation you had with the recruiter.
- Pace yourself. Take a breather after each conversation to collect yourself and reorganize for the next one.

After the Job Fair

- Follow-up with the recruiter(s). If you obtained contact information from any of the recruiters, send them a thank you letter, or at the very least a thank you email. For the jobs you are interested in, cite something specific you discussed with recruiter, send them any additional information they may have requested, and offer to send them anything else they may need.