

# Job Fair Tip Sheet

*A Job Fair is an excellent opportunity to meet with a large number of employers in one day and in one location. It can give you exposure to different industries and occupations. Employers will accept resumes, distribute organizational literature and give brief (5-15 minute) screening interviews.*

## PREPARATION

*It is normal to be nervous and a little anxious about attending the Job Fair. Preparation can ease this nervousness.*

- Complete a good resume that effectively represents your knowledge and experience.
- Practice your interviewing skills. (Workshops and assistance available through the Career Services Office). You might want to develop a brief, 30-second introductory "script" for yourself, in order to introduce yourself to employers and get the conversation started. Also, prepare some questions for the organizations in advance. (See Interviewing Tip Sheet for frequent Interviewer/Interviewee questions.)
- Familiarize yourself with the organizations attending the Fair. The list can be obtained from the Career Services Office (or whoever is hosting the Fair.).
- Notify professors in advance if you need to take time away from class to attend the Fair.

## PARTICIPATION

- Dress for the Fair just as you would dress for an on-site interview. Be neat and clean. Watch hemlines, necklines, make-up, hairstyles and jewelry that can influence an employer's decision. Positive attitude and enthusiasm are important. The first impression is extremely important. Remember to do an "image check".
- Communicate effectively. Stress your skills and your experience, paid, unpaid, and academic. Make these employers want to consider you as a potential employee.
- Bring enough copies of your resume to distribute to employers.
- Strategize or plan for the day. Know which organizations you most want to contact and decide how you will use your 5-10 minute interview time (you may simply want to circulate your resume and gather information.) Take notes on your conversations with the recruiters.

## POST-FAIR FOLLOW-UP

- Make a list of the organizations that indicated they would be contacting you at a future time. You may want/need to reconnect with them on your own.
- Write thank-you letters to the organizations you contacted. Express your appreciation and where appropriate, your continued interest. (See sample Thank-you Letter)
- Evaluate the day. Decide what things worked well for you and what areas you need to strengthen.
- Consider the Job Fair as only one of many excellent resources available to you - it should not be your sole job hunting effort.

**“Being prepared will give you the confidence you need!”**

*Information compiled by the Career Services Office, Hesser College*