

TIPS FOR A SUCCESSFUL JOB/CAREER FAIR

❖ Resume

Make sure you bring plenty of copies of your resume. If you do not have a resume prepared in time for the career event, mail one to the organization representative, along with a cover letter, referring to your meeting at the Job/Career Fair.

❖ Paper/Pen

Make sure you bring a pen with plenty of ink, your calendar and/or notebook.

❖ Directory

Read through the directory. You will find information about organizations recruiting at the event. Do your homework. Visit the websites to learn more.

❖ Career Center

Check with your campus career center to see if they have more detailed information about participating employers. You will impress the recruiters with your knowledge about the organization and you will have more to talk about.

❖ Introductions

Politely introduce yourself to the recruiter and indicate your degree program and academic year. Mention that you've researched their organization and that you'd be very interested to learn more. Indicate if you are looking for an internship, job or career opportunity.

❖ Ask Questions

Inquire as to the recruiter's name and position within the organization represented.

❖ Get Contacts

When the meeting is over, ask whom you should contact to set up a more in-depth interview. Confirm that the address and phone number in the directory are appropriate for follow-up contacts.

❖ Organize

Before going to another booth, make some notes in your notebook or the directory regarding the organization. Are you supposed to call somebody next week? Does this sound like the opportunity of a lifetime? Did you remember to pick up the recruiter's business card?

❖ Follow Up

Go over your notes and plan when and how to follow-up on the contacts you made at the fair. Are you going to send a letter with another copy of your resume or a completed application? Are you going to call someone next week? Do you already have an interview scheduled? Are you sure you can make it? Employers gauge level of interest through follow-up efforts. Make a plan of attack and go for it!

PREPARATION IS THE KEY TO SUCCESS WITH THIS AND ALL JOB/CAREER FAIRS!