

## **JOB FAIR Tips for Success**

### **Be prepared:**

1. Bring plenty of copies of your updated resumes on good quality paper.
2. Highlight key skills and experience you have that match the employer's needs. Have several different versions of your resume to give out depending on the employer.
3. Consider taking supporting documents such as reference letters, your professional portfolio, and copies of your transcript.
4. Dress appropriately. Jeans and ball caps are not recommended.
5. Prepare a brief, 30-second introduction of yourself including your name, institution, year of study and major.
6. Be confident and shake hands firmly. Make eye contact.
7. Show interest – engage in conversation.
8. Exude enthusiasm and self-confidence. Stay positive!
9. Take a notepad and pen to write down any information the employer may give you.
10. Do not monopolize a recruiter's time.
11. Research the companies that are attending the fair (i.e. web sites).
12. Write down any questions beforehand.
13. Ask questions about positions available and the hiring process.
  - The employers are here for you!
14. If an employer is not currently hiring, ask when positions may be available.
15. When you are about to end a conversation remember to ask about the follow-up procedure.
16. Have your own networking business cards.
17. Ask for business cards.