

JOB FAIR TIPS FOR JOBSEEKERS

Make a good first impression:

- Smile and make eye contact.
- Give a firm handshake.
- Introduce yourself using your FULL NAME (first and last).
- Be sure your résumé is professional looking (and has been examined by others).

Communication is KEY:

- Show confidence in your voice – speak loud enough to be heard.
- Identify specific experiences that highlight your skills.
- Listen carefully to what the representative is saying.
- Avoid using words like “um,” “like,” and “you know.”
- Ask questions:
 - What types of positions are available?
 - What experience or skills are needed for these positions?
 - What is your hiring process?
 - How long is your hiring process?
 - After I complete an application, may I follow-up with you?
- Offer a copy of your résumé if it is professional looking (if it isn't – offer to send one).
- Ask for a business card or write down the representative's name (for follow-up).

Body language will often speak louder than words:

- Stand with good posture.
- Look directly at the employer representative when speaking.
- Refrain from chewing gum, or eating food, candy, etc. while meeting/speaking to an employer representative.

Explore your options:

- Take initiative - speak with companies you had not considered before.
- Engage in meaningful conversations, asking a question is a great way to start a conversation.
- Job fair representatives are here to provide you with information about their company and careers. They are excellent resources...take advantage of it!

After the job fair – Bring attention to your name:

- Send a thank you letter/email to the representative you spoke to highlighting your strengths and experience based on what you learned at the fair.
- Make a follow-up call after you have completed and submitted an on-line application.
- When calling, be prepared and know/practice what you want to say beforehand.

HAVE FUN!