

Career Fair Tips

1. Dress for success – **wear interview attire**. Remember, you are trying to leave a lasting, positive impression with recruiters. Clothing should be professional – no jeans or athletic wear (sweats, yoga pants or ball caps).
2. Turn your cell phone **off** – any interruptions can leave a negative impression.
3. **Plan to arrive early**. Map out a strategy to visit the employers you are most interested in. Allow yourself **enough time** to visit with employers at a comfortable pace. Running in and out quickly may not produce the job search results you are looking for. You may spend at least 10-15 minutes with an employer.
4. A smile and firm hand shake is always effective, however, take your cue on hand shaking from the employer. Some people do not shake hands due to cultural norms or illness. **Introduce yourself** and be ready with your 30 second personal marketing statement. **Be specific: outline your education, skills, experience, and type of job that interests you**. Be prepared to let the recruiter know what value you will bring to their organization.
5. **Be prepared. Research and gather as much information about the top 3-5 companies** that you are most interested in. Be ready to answer an employer's questions, such as: "Why are you interested in working with us?"
6. **Talk to employers** attending the fair. Don't be afraid to **ask questions** about their organization and the industry in general.
7. Visit employer booths **on your own**, rather than with friends or in a group.
8. Be ready with an **up-to-date version of your resume**. **Bring several professional copies with you**.
9. Don't be weight down by a bulging backpack. **Carry a folder or portfolio with copies of your resume**. Pen and paper are also useful to jot down information and notes. Leave the employer giveaways until the end.
10. Ask for a business card to follow-up with employers after the Career Fair. It's a good idea to also bring your own personal networking cards to exchange with employers.
11. **Keep an open mind and think outside the box!** Consider all employers as a potential contact no matter what the industry. You never know where a potential opportunity may come from.