

MAKING THE MOST OF A JOB FAIR

BEFORE

What to Know

- Job fair location
- Parking
- Time
- Organizations that are attending
 - Research organizations you are interested in meeting

What to Do

- Register for the job fair
- Edit your resume and print several copies
- Practice a brief elevator pitch in which you introduce yourself and present your resume
- Dress for success

DURING

1. Check in and get to know the layout of the job fair.
2. Be flexible with the order in which you visit organizations. If you see lines forming, move on to another organization and return later.
3. Be professional and polite with everyone you meet.
4. Before approaching an organization, review the information that you gathered so you are prepared to introduce yourself to them.
5. Smile, maintain good eye contact, and present a firm handshake when introducing yourself.
6. Listen actively and speak clearly and confidently.
7. Offer relevant, concise, and honest responses to the organization's questions.
8. Maintain your professionalism. Even though a job fair is a more relaxed atmosphere than a formal interview, it is still part of the interview process.
9. When your conversation with the organization wraps up, ask for their business card and thank them for their time.

AFTER

- Send thank you messages to the organizations within one week. Be sure to thank them, mention a specific item that you discussed to ensure they remember you, and express your interest in a formal interview.