



Making the Most of Job Fairs

Here are a few suggestions to help you maximize the effectiveness of your job fair participation:

Things to Do Before the Job Fair

- Obtain a list of the participants from Career Services & research the organizations of interest (their services, product, employment opportunities, etc.).
- Give some thought to your own skills, interests and values.
- Prioritize your company contacts.
- Develop an error-free resume.
- Develop a 45 second “commercial” of your interests and skills.
- Be prepared to ask a few questions.

Things to Do While Attending the Job Fair

- Dress in appropriate business attire. (no jeans or shorts)
- A sincere and confident approach will make you stand out.
- Identify yourself and your major.
- Express enthusiasm about the opportunity to interact with the recruiter.
- Greet the recruiter with a firm handshake.
- Present your resume and tell the recruiter your purpose for attending the job fair.
- Ask a few questions, for example: Is your company currently hiring? For what types of positions? What type of projects would that position be responsible for? What qualifications are you seeking?
- If the recruiter’s response is positive, ask for a business card. This card can be used for follow-up actions.
- During the discussion, mention your interest in the position and its responsibilities, and tell about your qualifications and experience .

Things to Do After the Job Fair

- Follow up. Follow instructions given by the recruiter for subsequent contact.
- Compose a letter within two days to be sent to the recruiter. In the letter refer to the date and location of the job fair.
- Mention of specific points discussed will help the recruiter remember you.
- Reiterate your qualifications and include any information you neglected to mention during the job fair.
- You may want to include a copy of your resume even if you provided one.

**For more information on this topic, please visit the
Office of Career Services, Ciszek Hall**

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