

JOB FAIR GUIDE

Job Fairs are an opportunity to network with employers and learn about potential job opportunities. Active participation will not only give you more information about job prospects, but also a chance to practice talking with employers in a more professional setting. Here are some tips to help you make a great first impression:

BEFORE THE FAIR

Research the companies. Preparing ahead of time is the key to having a positive experience at a job fair. Find out what companies will be attending and research their websites.

Review, update, and edit your resume. Print multiple copies. Get a professional looking folder or portfolio (sold at the book store) to keep your resumes and notes in.

Know yourself. Be able to answer questions such as: What are your best skills and strengths? What type of position are you looking for? Why are you interested in this field? What are your career goals?

Prepare a 30 Second Commercial/Elevator Pitch. This will help answer the “Tell me about yourself” opening question. You want to communicate your skills, experience, and goals to the employer in a professional manner. Practice this out loud, but do not memorize it or you will sound too rehearsed.

DURING

Dress Professionally. The dress code may vary depending on the event. For example, an accounting job fair will require more conservative attire than a volunteer fair. Jeans, shorts, pajamas, sweat suits, etc. are never acceptable. You want to present yourself as a young professional, not a college student who just rolled out of bed. If you are unsure about what to wear, contact Career Services.

Act Professionally. Know that at a job fair you are being evaluated on more than just your resume. Practice your handshake and maintain eye contact when speaking. Attitude and professionalism are an important part of the first impression you will be making.



GMC nursing students listen to an employer discussion at the 2011 Healthcare Career Fair.

Go alone. It is okay to carpool with people, but do not travel from employer to employer with a group of friends or classmates. You will make a more memorable impression on your own.

Come up with a game plan. Start by visiting the tables of employers that you have less interest in. This will help you practice in a low-pressure setting and build your confidence. Take breaks when needed.



Have an open mind. An organization may not be at the top of your list initially, but speaking with an employer may change your impression.

Miscellaneous: Turn off your cell phone and no gum chewing. Be aware that some employers do not collect hard copies of resumes and will instead direct you to their website to apply.



Students speak with employers about job and internship opportunities at the 2011 SEPCHE Accounting Career Fair.

AFTER

Send an email to the employers you are interested in to **follow-up** and thank them for their time. Personalize your thank-you by mentioning something specific about the company that you learned or a portion of an interesting conversation you had.

Check out the following links if to see more photos from our career fairs:

Healthcare Career Fair: www.dropbox.com/gallery/41729807/1/Healthcare%20Career%20Fair?h=25b8c2

SEPCHE Accounting Career Fair: www.dropbox.com/gallery/41729807/1/Career%20Fair?h=aa015f

Additional information about resumes and interviewing can be found on the Career Services website

