

# 10 TIPS TO SUCCESSFULLY WORK A JOB FAIR

## 1. Come Prepared...

Bring additional copies of your resume to hand to employers you want to interview with later. Bring a padfolio or professional notebook to take notes. Do not bring a purse, cellphone, or backpack.

## 2. Dress Professionally...

A job fair is your first impression and first interview, so make them good! Wear professional, modest, and appropriate clothing.

## 3. Introduce yourself with confidence...

Shake employers' hands, smile, and deliver your elevator pitch. Make sure you can be heard over the volume in the room and do not speak too fast. Try to relax your shoulders and keep your hands clasped in front of you instead of fidgeting with your hair, outfit, pen, etc.

## 4. Focus on the positive...

Talk about what makes you unique and valuable to the company. It may feel uncomfortable to "brag" on yourself, but it is normal and expected at a job fair! Mention your accomplishments in your work and volunteer experience. The employer should WANT to interview you after the conversation, so market your experience, passions, and goals confidently!

## 5. Meet and move on...

Even if an employer is very interested in your conversation, you will probably move on after about five minutes. Don't prolong the conversation. Instead, simply shake their hand, thank them for their time, and move on. If you did not connect with a certain employer, continue to smile and move on to the next one. Don't let one poor interaction shake your confidence!

## 6. Don't hover...

When an employer you want to talk to is busy, move on to someone else and come back when he/she is free. Hovering makes you seem desperate or rude. If the fair is ending soon and you still want to talk to an employer, you can smile and make eye-contact to show your intent to approach. Just stand far enough away to avoid overhearing their current conversation, and approach at a normal walking speed when they are free.

## 7. Don't dismiss companies...

Keep an open mind and visit as many employers as you are able. It is fine to have preferences, but do not treat other companies as "practice".

## 8. Work out your jitters...

If there is one specific company you are really interested in, visit a few others first to work out some of your nerves. You do not need to save your top choice for last, but give yourself some time to relax before approaching. Again, do not treat the other companies like practice, but rather keep an open mind.

## 9. Gather information...

Ask employers questions that show your interest. Do not be afraid to respond to their answers with follow-up questions. Write down key pieces of information in your padfolio between conversations. Collect a business card from EVERY employer you meet with.

Sample questions: What does success at (your company) look like? Why did you choose to work for (your company)? What are the next steps in the application process for this position? ([collegegrad.com](http://collegegrad.com))

DO NOT ASK: What does your company do? What jobs do you have? You can do website research after the event. Instead, ask about their company mission, values, or passions.

## 10. Follow-up...

If you connected well with a few employers, send them a personalized follow-up email or hand written note after one-to-two days. Create a different message for each employer containing details from your conversation. Address the employer by name (refer to their business card) and express your appreciation for their time. Mention your intent to apply for the position and include your contact information in the email.