

# Tips for Attending a Job/Career Fair

## 1-7 days Before the Job Fair

- **Know What You Want.** Ask yourself the following questions:
  - What kind of a job am I looking for?
  - What industry do I want to work in?
  - Do I want to work full-time or part-time?
  - What are my career goals and how do you plan on reaching them?Once you answer these questions you will know where to focus your job search.
- **Research the Companies Attending.** Find out which companies will be attending the job fair. Look up the career pages on the companies' websites and apply for which positions interest you. Write down any questions you have about the jobs and some good points about each company such as awards or company philosophy so you can mention why you want to work for the employer when you meet them at the job fair. Decide which companies you will focus on and which ones you can skip over at the Job Fair.
- **Practice a Pitch.** Practice a quick script summarizing your skills and experience so you're ready to promote yourself to prospective employers.

## The Morning Before the Job Fair

- **Dress for Success.** Attend the job fair dressed in professional [interview attire](#), and carry a portfolio. However, do wear comfortable shoes, because you will be standing in line.
- **Bring Supplies.** Bring extra copies of your resume, pens, a notepad, and [business cards](#) with your name, your email address, and cell phone number (Bring your notes about the companies you researched earlier)
- **Arrive Early.** Keep in mind that lines can be long, so arrive early - before the fair opens.

## At the Job Fair

- **Network.** While you are waiting in line, talk to others. You never know who might be able to help with your job search.
- **Initiative.** Shake hands and introduce yourself to employers when you reach the table. Demonstrate your interest in the company and their job opportunities (this is where your research pays off!!! – If you have already applied online, let the employer know)
- **Be Enthusiastic.** One of the most important personal attributes candidates can bring to a new position as enthusiasm. This means that employers want to see you **smile!**
- **Ask Questions.** Have some questions ready for the company representatives. The more you engage them, the better impression you'll make.(Remember your research)
- **Collect Business Cards.** Collect business cards, so you have the contact information for the people you have spoken with.
- **Take Notes.** It's hard to keep track when you're meeting with multiple employers in a busy environment. Jot down notes on the back of the business cards you have collected or on your notepad, so you have a reminder of who you spoke to about what.

## 1-2 days After the Job Fair

- **Say Thank You.** Take the time to send a brief follow up [thank you note](#) or email to the company representatives you met at the job fair. It's a good way to reiterate your interest in the company and to remind company representatives that you're a strong candidate.