



Attending a job fair offers an excellent opportunity to meet with several employers in one place. Use the job fair as a means to educate yourself about employers & establish personal contact with them.

### **Before the Event**

- Dress as you would for a job interview & be prepared to talk about your skills & abilities. Your appearance, responses to questions & ability to listen, all make an impression on employers.
- Prepare copies of your resumes & cover letters to bring with you to the job fair.

### **When You Arrive**

- Obtain the list & map of employers attending the job fair. Select those that interest you & approach them first.
- Let employers know what type of work you are looking for & outline your experience/background instead of asking, "*What kind of jobs do you have?*"
- Get as much information about each company as possible. Listen to what the representative tells others, too.
- Take notes to help you remember whom you spoke to & what was said. Take any information the company provides, such as business cards, brochures, applications, & job descriptions.
- Leave your resume if you must, but it is much better to get a job description & contact information & send a targeted resume & cover letter as soon as possible. Fill out a standard application if the employer is accepting them.
- Maintain a respectful & positive attitude with anyone you interact with, including other job applicants, customers of employers, or co-workers of hiring managers.
- Shake hands & thank managers for taking time to talk with you.

### **After the Event**

- Follow-up with employers with a phone call, email, or handwritten note. Remind them that you met him/her at the job fair. Ask if any positions in your field are open now, or will be in the near future.