

Presenting Yourself at a Job Fair

Before Job Fair

1. Prepare ahead
 - Clarify your goals.
 - What type of job are you looking for?
 - Don't expect them to seek you out or make offers.
2. Review Companies
 - Identify who you want to talk to.
 - Focus on small as well as large.
 - Ask appropriate questions.
Ex. Ask the employer about the things you have learned about the company.
 - Avoid benefits questions, etc.
3. Prepare summary about yourself.
 - Name
 - State career goals.
 - List of 10 things they might require on right side.
 - List of 10 things you have on the left that are a match.
 - Summarize your list.
4. Always ask questions.
 - Let them know why you picked them.
5. Be open, honest, enthusiastic, concise.
6. Practice
7. Prepare one page resume. (vary resumes for jobs you want to target , vary size)

At Job Fair

1. Remember to use a firm handshake and maintain eye contact. (no distracting gestures)
2. Present copy of resume.
3. Tell about yourself.
4. Make clear why they would benefit from hiring you.
5. Connect your background to their needs.
6. State why you are interested.
7. Know your resume so you can answer any questions.
8. Ask your prepared questions but, let them direct the flow.
9. Always request a business card.

10. Ask who you may contact at the company.

11. Ask for the proper spelling and number of the contact person.

After Job Fair

1. Follow-up letter.

2. Thank them and reaffirm strengths and possibly include a blind cover letter introducing skills.

3. Reference list.

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