

HELPFUL TIPS WHEN ATTENDING A JOB | CAREER FAIR

HOW TO PREPARE?

- **Research internet** for employers you're interested in meeting – know the products they make or sell; and types of jobs they may have available
- Create a script on **how to introduce yourself** and your interest in any job openings
- **Good night's rest** so you're wide awake and ready to meet employers
- **Eat breakfast** or early lunch before attending
- Be prepared to fill out a job application or answer pre-screening interview questions

HOW TO DRESS?

Men's Business Casual – Nice pants, button down shirt, jacket and tie are optional; no sneakers or jeans

Women's Business Casual – Nice slacks, skirt or dress, dressy top, suit/jacket are optional; no sneakers or low cut tops or dresses

Be well groomed – hair combed, nails clean (no chipped nail polish), wrinkle free clothing

WHAT TO BRING?

- Enthusiasm and positive attitude
- 10 - 15 resumes on good quality paper
- A folder with pockets or a portfolio to hold your resumes

DAY OF EVENT

- **Arrive early** – recruiters are enthusiastic earlier in the day
- Try to visit all tables but **go to employers** you're **most interested in first**
- **Gather** flyers or brochures from employers you're interested in
- Get contact information (**business cards**) so you can follow up after the event

AFTER EVENT

- Write a **thank you note** to those employers who gave you an application to complete and/or conducted a pre-screening interview

WE LOOK FORWARD TO SHARING THIS SPECIAL EVENT WITH YOU!!