

# Job Seeker

## tips



LOUISIANAWORKS



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### Before the Event

#### **Make a list!**

Identify which companies you want to speak with and research their jobs.

#### **Prepare your Resume!**

Be sure to have enough copies for each employer!

#### **Decide What to Wear!**

Dress to impress; first impressions are key!

#### **Prepare for a “Mini-Interview”**

Research common interview questions and be prepared to answer them.

### During the Event

#### **Introduce Yourself!**

A smile, a handshake, and a brief greeting while maintaining eye contact is important!

#### **NO PHONES!**

Leave your cellphone in your car! You don't want it ringing or vibrating while talking to your future employer!

#### **Ask Questions!**

The employer representative will gauge your interest by the questions you ask. Engage them in conversation about job duties, training, their hiring process, etc.

#### **Gather Information!**

Get as many business cards as you can. Grab their company brochures. Write down any important information that is suggested or advised by the employer.

#### **Thank them!**

What may be the most important part of the experience, thank them for their time and ask them when you should follow-up.

### After the Event

#### **Send ‘Thank You’ letters**

Handwritten letters are great! Be sure to mention specific names and include another copy of your resume!

#### **Complete Online Applications**

If directed by the company, fill out their online application, usually via their website.

Acadia  
337-347-9239

Evangeline  
337-347-9536

Iberia  
337-347-9535

Lafayette  
337-347-9115

St. Landry  
337-948-1330

St. Martin  
337-347-9526

Franklin  
337-347-9648

St. Mary  
Morgan City  
337-347-9239

Vermilion  
337-347-9239

For further assistance and guidance, please contact your local Job Center.