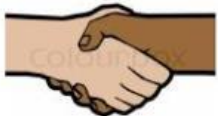


Attending a Job Fair

Before the event:

- **Make a list** of the companies you wish to visit.
- **Prepare your resume** and make copies to take with you.
- **Decide what to wear** and how to carry your materials.
- **Plot your route** through the Fair.
- **Practice “Job Fair Dialogue”**.
 - Develop your “Elevator Speech” or prepare for a “Mini-Interview”
 - Develop answers to common interview questions



At the event:

- **Smile**, Make eye contact, use a firm handshake, speak clearly and stand straight.
- **Introduce Yourself**. Use your material from your “Job Fair Dialogue”. Be ready to give the employer your resume.
- **Put your cell phone on silent** (not vibrate). Spit out the gum, leave the soda in the car.
- **Ask Questions** about job responsibilities, hiring, training and the company (do NOT ask about pay).
- **Take notes** and gather contact information. Be sure to keep the materials from employers well-organized for the next step.
- **Thank** them for their time.



After the event:

- **Send Thank You letters**. Mention specific names and include a copy of your resume.
- Complete any online applications at the company web site. (This can be done in the **EApplication** room at the fair.)

