

Career Fair Tips

- Request a list of employers recruiting at the career fair and begin researching positions they are seeking so you can tailor your resume to fit each employer's needs. Having a list prior to attending the career fair also ensures that you are able to plan which tables to visit.
- Come prepared to distribute resumes by bringing at least 30 copies. Some employers will not accept hard copy resumes and will direct potential employees to apply online.
- Develop a 20- to 30-second "elevator speech" about yourself.
- Wear professional clothing such as collared shirts, a tie, slacks and jacket for men. Ladies should wear a suit, skirt, blouse or slacks.
- Be respectful of recruiters' space and maintain confident nonverbal communication. This includes making frequent eye contact, and having a friendly demeanor and a firm handshake.
- Be organized. Bring a portfolio, notepad and pen.
- Prepare three to four questions to ask employers.
- Ask for a business card from employers and send a "thank you" note within 24 hours if you received any special information.