

Navigating a Career Fair

Quick Tips for Putting Your Best Foot Forward



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Preparing for the Fair

- Define your goals for the fair – Are you there for a job, internship, information or to practice networking?
- Research employers who will attend the fair by looking at company/organization websites and doing an internet search.
- Create and *prioritize* a list of employers you would like to meet.
- Create/update your resume and have copies for recruiters of interest.
- Prepare how you will introduce yourself and what questions you plan to ask.

Dressing for the Fair

- Dress like a job-seeker, not like a student (no jeans or sneakers).
- Wear neutral or dark color clothing that fits you well.
- Okay to wear business casual attire if you do not have a suit.
- Avoid revealing clothing and too much jewelry, perfume, or makeup.

At the Fair

- Keep your resumes and company literature in a professional looking briefcase or portfolio.
- Practice common courtesy while waiting for a recruiter – keep your cell phone out of sight and be patient. While waiting, you can review company information, silently practice your intro, or simply relax.
- Introduce yourself to recruiters with eye contact and a firm handshake.
- Take the lead in conversations - Ask questions and gather information.
- Respect the recruiters and other student's time – you should only talk to the recruiter for a max of 5 minutes and then be on your way.
- Ask for a business card and/or company literature.
- Always end with a “thank you” and a handshake.

After the Fair

- Make notes about specific organizations and/ or employers.
- Follow-up with thank you letters within 3 days to helpful representatives from the fair & companies with whom you want to pursue a relationship.
- Create a system to keep track of follow-up activities (interviews, transcripts, work samples).
- If an employer contacts you, be professional and respond in a timely fashion.