

## Make The Most Out of Your Job Fair Experience.

Job Fairs are an event where many employers gather to hire people. Job Fairs offer an opportunity to visit many employers, learn about who is hiring and gather information about possible jobs. For you, it's also an opportunity to practice meeting employers, introducing yourself and learning about the work culture in the U.S. To be successful you should: prepare well and practice. Make sure to research the employers you want to visit: learn about them, the positions they're looking to fill, and what kind of people they're looking for.

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### Tip: Arrive with a positive attitude

Show confidence. Plan who you would like to talk to. Practice greeting people before you arrive. Have a short introduction explaining your job objective clearly. Speak for about 30 seconds. Be ready to answer questions about your strengths and experience.

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### Tip: Bring at least 20 copies of your resume.

**Fact: Employers only look at resumes an average of 10 seconds.** Make sure you're leaving employers with the right impression. Your resume should be prepared accurately to show your skills and background. If your resume is not ready, go to the job fair anyway for practice. Get e-mail addresses so you can forward your final resume to the employer. You still need to be able to tell the employer a short summary of your background, so be sure to have that ready.

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### Tip: Do your research!

The more you know about a company, the more you can talk with the company representative, who may remember you more effectively. Learn about the organizations you want to talk with. You can do this online.

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### Tip: Get the interviewer's business card.

Collect business cards, job listings and organization information. You will need contact information to make a follow-up call or e-mail. After the job fair, you should contact every person you spoke to. Ask for an interview.

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### Tip: Maximize, Maximize, Maximize!

There may be many people at the interview and the line might be long. Don't let this worry you. Plan to spend time at the time job fair. Arrive early. Talk to every company that fits your experience and ambitions. If you meet with 20 recruiters, at the end of the day you will know 20 people by name. That's better than sending a blind resume to "Personnel Director."

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### Tip: Plan a few key questions!

Be ready to ask intelligent questions: ask how your skills might be used within the company; ask questions about relevant news within that organization; ask the recruiter what he or she likes best about the organization; ask about the hiring procedure; ask about the future strength of the organization.

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### Tip: Wear Proper Business Attire

First impressions count! Dress smart as if you were going to an interviewer. Dress pants/skirts and jackets in neutral business colors are required. No jeans and casual clothes. Have a folder to collect papers and keep your resume in.