

GET THE JOB

Find a Job at a Career Fair

Career fairs are a time-honored way of bringing many employers and job seekers together at once.

Whether sponsored by colleges, government job agencies or professional organizations, career fairs are an opportunity to meet with employers, learn about job openings and companies, schedule interviews and maybe even go home with a job.

PREPARING FOR A CAREER FAIR

The first thing you need to do is decide what you want from the fair. Are you merely collecting information? Are you hoping to get a job while there? Are you planning to market yourself?

Dress for the job you want. If you're going to a career fair that is hiring for a manufacturing job, it may be acceptable to wear clean jeans and a shirt. For a professional job, a business suit is more appropriate. It is always better to be overdressed than underdressed. While a career fair for artistic/design and creative jobs might allow for more leeway, generally you want to dress conservatively.

Get a list of who will be at



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the career fair and research them. This helps you plan who you want to see. This also lets you spend your limited time with each recruiter talking about your qualifications rather than having to learn their basic information.

Prepare questions to ask about a job opening — but avoid such things as pay rate

or benefits. What are some good questions? Ask things like the average tenure of employees at the organization, what sort of attributes are essential to success in the organization, or what accomplishments are valued and rewarded in the organization.

Prepare your elevator speech or commercial.

Introduce yourself in 30 seconds and communicate what you are looking for and why you are interested in a job provider. Practice before you go. The ASHA Career Portal recommends including who you are, what your passion is, what your purpose is and the skills you have to achieve it, and what your something

“extra” is.

PACKING FOR A FAIR

Print several copies of the strongest version you have of your resume, one designed to appeal to the type of companies that will be at the career fair.

Other things to take include a pen, notepad and breath mints. Don't chew gum. Carry a portfolio or a briefcase.

AT THE FAIR

Always behave professionally—whether you are in the restroom, the elevator or standing in front of a booth. You never know who is going to see or hear you.

Project confidence. Use a strong handshake, make eye contact and speak in a clear and natural voice. Be aware of your body language and project the image of a professional.

AFTER THE FAIR

Send thank-you letters to those employers that you have a high amount of interest in, especially if you gave them a resume. Identify the jobs you are interested in and if you didn't give them a resume at the fair, follow up with a cover letter and resume, mentioning that you met a representative.

Update your resume with anything you learned that better reflects your qualifications.