

# **The Office of Career Services: Eight Tips for Job Fair Preparation**

## **TIP #1: POLISH YOUR RESUME**

Your résumé is your marketing tool. Make sure it's updated and well presented. Be sure your email address is appropriate for employers. Visit the Career Services office for assistance. Use a large folder or envelope to carry your résumés and bring about 25 copies to give to employers.

## **TIP #2: EDIT YOUR SOCIAL MEDIA PROFILES**

Make sure you present yourself positively. Employers may research you!

## **TIP #3: CREATE AND PRACTICE YOUR PITCH**

In less than 2 minutes, tell why your skills, education and work experience are valuable to the organization.

## **TIP #4: DRESS FOR SUCCESS**

Present yourself professionally when meeting with employers.

## **TIP #5: NEVER ASK WHAT A RECRUITER HAS FOR YOU**

Your job is to tell what you can offer to employers, not the other way around. Always present yourself positively and stress your skills, accomplishments and strengths.

## **TIP #6: RESEARCH EMPLOYERS**

Thoroughly research participating employers. Have an understanding of what each company does and what kind of opportunities might be available. Recruiters will appreciate your initiative to understand the organizations goals and job openings.

## **TIP #7: FOLLOW UP WITH RECRUITERS**

Ask recruiters for business cards and after the job fair send professional personal thank you letters that bring you to the recruiter's attention again.

## **TIP #8: BE FOCUSED BUT KEEP AN OPEN MIND**

Before a fair, strategize which organizations to meet first and use any remaining time to meet as many more as you can.