



Job Fair

Tips for Job Seekers

Before the Job Fair

Do your research

- Look at the websites to find out what the companies do; what types of jobs they have
- Gather your job search tools together including:
 - A completed job application
 - A list of 3-5 references
 - A list of your skills and abilities
 - Your resumes

Make sure all the information is current, with no mistakes. Place them in a folder

Get ready

- Practice your answers to interview questions
- Prepare your questions to ask each company representative
- Practice your one minute commercial: a short speech about yourself who you are; your experiences, skills and training

During the Job Fair

Dress professionally; look smart

Act professional; show your best self

Bring you job search tools, pen, pencil, and paper

Wear your name tag

Create the right first impression

- Good eye contact
- Firm handshake
- Friendly smile
- Introduce yourself using your commercial

Have a positive attitude

Ask questions

Apply for the jobs that interest you

Ask for contact information: including business cards and brochures

Write down any special contacts or information

After the Job Fair

Follow up

- Write thank you letters to the contact people you met at the Job Fair
- Self evaluation: how can you improve for next time