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 your 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