

TEN TIPS FOR SUCCESS AT A JOB FAIR

A job fair is a great way to meet prospective employers and to find out where you want to start your professional career. At a job fair, each employer will have a booth or table where literature on the organization will be available. You will have a chance to meet recruiters, ask questions about their organizations, and tell them about your qualifications. Here are ten tips to help you make the most of the time you spend at the job fair:

1. **FIND OUT WHAT COMPANIES WILL BE ATTENDING, AND RESEARCH ORGANIZATIONS THAT INTEREST YOU BEFORE THE FAIR.** Know what the organization does, what types of positions they are recruiting for, and how your skills and qualifications fit! Check the Career Services web site at www.cup.edu/careers/jobfairs.htm for links to job fair information.
2. **DON'T BE AFRAID TO INTRODUCE YOURSELF AND ASK QUESTIONS.** Employers are eager to meet and talk with you, so don't hesitate to make the first move. Here's a sample introduction: "Hi, I'm Maryann Jones. I am majoring in Communications and will graduate in April. I am interested in finding out more about the account representative position with your company."
3. **TELL THEM A LITTLE BIT ABOUT YOURSELF.** Let them know your strengths. Talk about your favorite classes, your activities, and relevant jobs you've held.
4. **BE SURE TO TAKE ALONG LOTS OF RESUMES.** Your resume will remind employers of your interests and qualifications.
5. **DRESS APPROPRIATELY.** Most job fairs require professional dress (suit). If you're not sure what the dress code is for a specific job fair, ask Career Services. You will never get a second chance to make a good first impression!
6. **TRY TO MEET WITH A VARIETY OF EMPLOYERS.** Don't just focus on one or two favorites. Many employers may not list every job opportunity in the job fair directory! Talk with them to find out how you might fit into their organization. If they are not the person who hires for the area that interests you, ask for the name and e-mail address of the person that you should contact. If an employer says that they do not have an immediate job opening, get their business card so that you can follow up with them when they do have an opening. This kind of job fair "networking" can lead to a job later!
7. **DON'T EXPECT A JOB OFFER ON THE SPOT.** Keep in mind that the job fair is just a first step. If an employer is interested in you, he or she will arrange a more in-depth interview at a later date.
8. **SAVE SALARY QUESTIONS FOR LATER.** The job fair is not the place to bring up questions regarding salary, benefits, and vacation. Some employers may choose to tell you about some of these areas, but it's generally not wise to introduce them yourself.
9. **EXPRESS INTEREST AND ENTHUSIASM.** If an organization interests you, say so!
10. **FOLLOW UP.** Send letters or e-mails to those employers that you would like to pursue further. Don't forget to thank them for taking the time to introduce you to their organization.

For more information on how to make the most of a job fair, visit the College Grad Job Hunter web site at <http://www.collegegrad.com> and click on the Job Search advice link.