

HUMBOLDT COUNTY OFFICE OF EDUCATION COUNTYWIDE CAREER FAIR

How to Prepare for a Career Fair

These tips can help you get the most out of your time spent visiting booths and talking to employers at a job fair and get the best results.

- 1. Practice stress-reducing activities beforehand**
If you're nervous, remember the employers are there because they want to hire someone. You could be their perfect candidate for an important job!
- 2. Dress Professionally**
Business casual is appropriate.
- 3. Practice your interactions**
Work on eye contact and how you will briefly explain who you are and what kind of work you are looking for. It can be helpful to prepare a quick summary of yourself that can be expressed in roughly 30 to 60 seconds, or about 75 words.
- 4. Materials to bring**
Bring copies of your resume, and business cards if you have them. Consider bringing a pen and paper for notes as well as breath mints as you will be talking to many people at the event.
- 5. Review and update your resume**
It helps to have several people look over your resume. Include strong, direct language.
- 6. Consider bringing a friend**
If you have a friend looking for a job, think about asking them to join you at the event. This can help you feel more comfortable and confident.

Tips for Going to a Career Fair

Be prepared to begin meeting employers and other attendees. Prioritize taking notes on the people you meet and talk to. Remembering a conversation can help build rapport and make future contact easy.

Personalizing follow-up contacts with the notes you take can be helpful. For example, let's say that during a conversation with the hiring manager, you and the manager casually discussed a common interest in hiking. When you email the manager after the event, it could be a good idea to briefly mention your conversation. The manager may have talked to many promising candidates, but the personalized email might remind that manager of who you are and the conversation you shared.

Tips for Approaching Recruiters at a Career Fair

- **Be Open**
Show interest when speaking with employers, even if you aren't necessarily looking for work for them.
- **Respect the recruiters' time**
Provide direct answers and ask thoughtful questions. They have to meet many possible hires. If the booth and the people running it are not busy, feel free to stay until it is.
- **Collect and keep business cards**
The contact information is often useful and you'll show employers that you care about what they do.
- **Talk to people**
Make conversations with other job seekers when appropriate. Someone you talk to could give you a helpful tip or provide an important connection.