



Before the Job Fair

- Research the companies attending the job fair. Focus on the employers that interest you, and apply to positions that match your experience and skills.
- Make sure you know how to get to the job fair. Check the address, location and transportation options.
- Prepare to dress professionally. Dress as you would for a job interview.
- Make a target list of employers. Plan your strategy and prepare questions you want to ask employers.
- Bring a folder with 15-20 copies of your resume(s), a pen and a notebook.
- Understand that not all companies will have open positions or be accepting resumes. Gather information and make connections with employers for future openings.
- Review your 30-second “elevator pitch” (see back for worksheet).

During the Job Fair

- Turn off your cell phone and focus yourself.
- Refer to your target employer list. Respect employers’ time. Approach them when they are available, even if that means waiting in line.
- Smile and greet each employer with a firm handshake. Introduce yourself with your 30-second “elevator pitch.” If you have already applied to positions online, let them know.
- Ask the questions you have prepared. Focus on learning as much as you can about what each employer is looking for in the people they hire.
- Don't ask questions about salary and benefits. Salary discussion typically happens after a job offer.
- Remember employers’ names and thank each employer for their time. Ask for a business card if you can. Keep a list of the employers you meet and take notes about your conversations.
- Reconnect with key employers before you leave. Thank a few key employers again for their time and reinforce your interest a specific position.

After the Job Fair

- Write thank you letters/emails to the employers you met within 48 hours. Mention something specific from your conversation at the job fair.
- Continue to research the companies that interest you. Often, the job fair is the first contact, not the last.
- Keep accurate records of your follow up activity. Include dates of your emails and phone calls and copies of all application materials that you sent.
- Review your notes from the job fair. Evaluate what you think went well and what you can improve for the next job fair.



Writing exercises for your 30-second elevator pitch

For the job fair, you'll want to prepare and review your "elevator pitch." An "elevator pitch" is a 30-second-long introduction of yourself to a potential employer (or the time it might take to ride with them in an elevator).

Who are you? Write 1-2 sentences about your work and education background as it relates to the type of work you are looking for.

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What can you offer? List 2-3 skills that are relevant to the kind of jobs you are looking for.

1.
2.
3.

What are you proud of? Write 1-2 sentences about a past accomplishment

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Why are you here? Write 1-2 reasons that you are at this job fair or why you are approaching specific types of employers.

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Using the information above, draft a 30-second elevator pitch for the job fair:

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