JOB FAIR TIPS

FOR BEFORE

- **Dress to impress!**
  Business casual or better

- **Get your resume reviewed**

- **Print out several copies of your resume on resume paper**

- **Invest in a professional portfolio to carry your resume copies, your memo pad and a pen**

- **Do your research!**
  Look at the list of employers attending on Hire-A-VOL
  Build your Top 10 list
  Research your top companies
  Nothing impresses an employer less than a student who asks “So what do you do?”

- **Prepare and practice your elevator pitch**
  Who you are
  Why you are there
  What you can do for them

DURING

- **Pause and take a deep breath when you arrive**

- **Make a lap, scope out the companies**

- **Look for a map**

- **Choose a “practice” organization to talk to first**

- **Focus on what you can offer the organizations at each visit - Not what they can do for you and your career**

- **Take notes after speaking to an organization**
  Name of representative you spoke with
  Any follow up directions
  Contact information

- **Don’t forget to say thank you!**

& AFTER

- **Reflect on organizations you spoke with**

- **Follow up!**

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