

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!**