

# Job Fair Tips

## When you meet an employer:

- Greet them with a smile!
- Introduce yourself with a firm handshake and make eye contact.
- Show interest by asking questions and telling them what you like about their company, if you are familiar with it.
- Ask about the application and hiring process.
- Request a business card or write down a contact name, phone number, and email address. Write any important or memorable information about the person you talked with or the conversation you had with them on the back of their business card after you leave their table. This will help you to remember who you talked to later and will give you something helpful to write about in your cover letter and to talk about at your interview.
- Thank each employer for their time. If it's an employer you're particularly interested in, make sure you shake their hand again and repeat your name.
- If you're given an application form, take time to fill it out neatly and completely. If they can't read your information, they can't contact you.
- Keep a list of all the employers you meet and take notes about each company. This will help you in future job searches.

## After the job fair:

- If you have any additional questions about a position or program, email or call the person you spoke with and mention that you talked with them at the fair. Mention something about yourself or the conversation you had with them that would help them remember you.
- Don't wait too long to apply for jobs you learned of at the fair. Many others were at the fair, too, and if you wait too long you may lose out to them or miss a deadline.
- Write personalized thank-you letters to companies that you applied to. Cite something specific from your discussion with them. Try to send out letters within two days after the fair. An example Thank You letter is included in your packet.
- Keep accurate notes of your communications, including the dates that you sent in any information or made any phone calls and copies of all your application materials.

