

BEFORE THE JOB FAIR

- **Prepare & Print Multiple Copies of your Resume**
Make sure that your resume is up to date with your work experience & skills. Once updated, make multiple copies of your resume so that you can hand them out to employers (always bring more than you think you'll need).
- **Practice an Elevator Pitch**
An elevator pitch is usually between 30-60 seconds long. It is your introduction to employers. You should describe yourself, what skills you bring, and what your career goals are.
- **Dress for Success**
To make a positive first impression on potential employers, prepare an outfit that is appropriate and professional. Being well-dressed will not only make you look presentable but you'll look like you're ready to be hired.
- **Be Ready for Interview Questions**
You may be interviewed at the Job Fair or asked interview questions. You should be prepared to answer these questions professionally and fluently. Take a look at our "Successful Interview Tips" flyer for some practice questions!
- **Do Your Research**
If provided in advance, look at the employers who will be attending the job fair. Make note of the ones you want to approach and set a plan of action. When job fairs are busy, you want to make sure you visit your targeted employers.

AT THE JOB FAIR

- **Stay Confident & Positive**
Employers want to see you! When introducing yourself to employers make sure to smile and give a firm handshake. You want to give a good impression. This can lead to sharing your elevator pitch you practiced!
- **Network**
Talk to as many employers as you can so you can explore your options. Make sure to grab their information, like a business card, so you can follow-up in the future.
- **Leave a Positive Impression**
Make sure the employer knows you are interested in their company. Ask questions about the position you're interested in and what steps are next.

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