

Career Planning & Placement Center

Job Fair and Event Guide

Job fairs and networking events are great opportunities. Use our guide to help them work for you!

General Tips

- Arrive at the beginning of the fair or event. Do not wait until the end, since people may leave early.
- Try not to be shy! The goal is to meet people.
- Be organized. Prepare to easily exchange contact information and take notes.
- Use good judgment regarding [dress](#) and behavior.

Research Ahead of Time

- Review the list of employers and [research](#) the companies attending.
- Customize your [resume](#) for your top employers.

Prepare a 45 Second Verbal Summary of Your Qualifications:

- Review your resume and be prepared to present a 45 second summary of your educational and career background.
- Be prepared to answer AND ask questions.
- Practice describing how your skills match those of the position in which you are interested.

Be Professional

- First impressions are critical. Use our [professional dress tips](#).
- Don't forget to smile and be friendly.
- Do not chew gum, drink, eat, or be rude.
- If lines form, be courteous and respectful to other job seekers.

Arrive Prepared

- Bring many resumes, unofficial copies of your transcript, and a list of professional references.
- Take your calendar or appointment book in case you need to schedule interviews or follow-up meetings.
- Bring a notebook or personal device to take notes and keep track of contacts.

Develop a Day-of Plan of Action

- Talk to your top employers at the beginning when you are fresh and energized.
- Record notes about each employer contact. Use your notes when writing thank you letters, [interviewing](#), or evaluating job offers.

Follow Up

- Try to learn about next steps and follow up accordingly.
- Send a thank you note or email within 48 hours.

Get Help

- [Your Career Planning and Placement staff](#) can help you and offers workshops for practice.

