

HOW TO SUCCEED AT A JOB FAIR



1. PREPARATION

- Obtain a list of employers and specific job openings.
- Plan your strategy for visiting companies. Remember "big name" companies may have longer lines.
- Research the companies you will visit and prepare a few questions for each recruiter.
- Prepare a perfect resume. AMC's Career Center has a booklet on resume writing. Put a rough draft together and make an appointment with the Career Counselor to critique your resume.
- Sell yourself. Practice interview questions beforehand. Sample questions are available from the Career Center. Practice using a mirror, tape recorder or friend. Know why you're qualified for the job.

2. PROFESSIONALISM

- Wear an appropriate business outfit and carry copies of your resume in a portfolio or a briefcase.
- Always be polite. The person you meet in a restroom, parking lot or hallway could be a recruiter.
- Display confidence, enthusiasm, and the ability to think on your feet.
- Approach the employer with a firm handshake, introduce yourself and tell the employer about yourself and position of interest to you.
- Follow-up: Get the recruiter's business card and discuss the next step in hiring. Send a typed "thank you" letter for the interview. This is a good opportunity to outline what you know about the company, your qualifications, and why you're a "good fit."



3. PATIENCE

- Respect other candidate's privacy when approaching the recruiter's table.
- Make notes after you've spoken to a recruiter. Take time to regroup and have your thoughts in order for the next recruiter.
- Shop: If you're not ready for a job, you can still collect information on the companies.
- Statistics indicate that 49% of candidates receive interviews from job fairs, and 65% of those eventually receive offers. This process can take 3-4 months or longer.



4. REWARD YOURSELF

- It only takes one employer to say "yes" to the job you want, and now you're part way there.
- Do something good for yourself!

