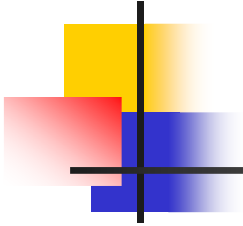




Tips for a Successful Job Fair

Presented by
HCC Career Centers

HILLSBOROUGH COMMUNITY COLLEGE
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- PREPARE
- AT THE FAIR
- AFTER THE FAIR



PREPARE

- Self-Awareness
- Target and Research Companies
- Prepare a Resume
- Appearance
- Practice an Introduction

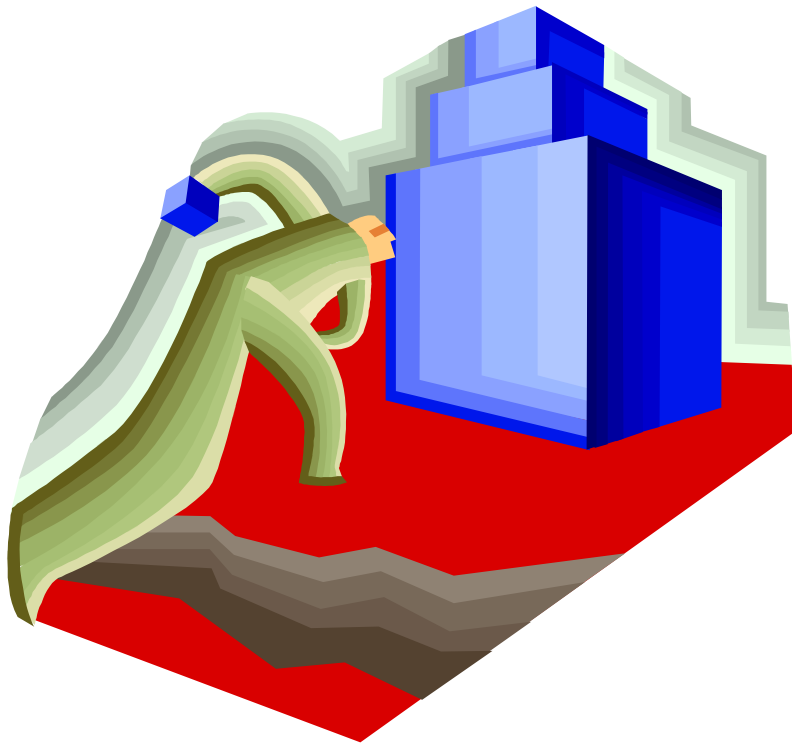


Self-Awareness

- Assess your skills, interests, values, experiences, and accomplishments
- Match your strengths with career opportunities



Target and Research Companies



- Identify employers you are interested in
- Select 5-10 companies to target
- Research the company's job needs
- Learn about the companies: visit websites, newspaper articles, company literature, library, etc.

Appearance



- Look professional
- Make a good first impression
- A suit or jacket may not be necessary – but shorts and sandals are not a good idea



Prepare a Resume

- Resume should be current
- List skills, experience, and education/training
- Match skills with job needs of company
- Use action words
- Limit to two pages

Practice an Introduction

- Prepare a brief self-introduction to use when meeting company representatives
- Include your name and key strengths related to the company's job needs





AT THE FAIR

- Bring copies of resume
- Do not bring children
- Avoid poor communication habits such as gum chewing and nervous fidgeting
- Greet representatives with a firm handshake, eye contact, and smile
- Ask for business cards and pick up any literature that is available from companies you have targeted, as well as others you plan to review later
- Thank the representative for their time



AFTER THE FAIR

- Organize
- Thank you
- Follow-up

Organize

- Sort through business cards and company literature
- Precisely follow any direction given to you by the representative for subsequent contact





Thank You



- Compose a thank you letter within a day or two after the fair – send to the representatives you spoke with
- Include a copy of your resume, refer to the fair and your conversation, emphasize your skills as they relate to the job



Follow-up

- Follow-up with each company every other week
- Follow-up by phone, voice-mail, email, or letter