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# 5 Things to Take to the Job Fair

## Tips and Tricks for Surviving the Job Fair

### 5 THINGS TO TAKE TO THE JOB FAIR

A job fair is a great place to gather information about potential employers and make contacts that can lead to your first job. A job fair can also provide valuable experience in selling yourself to employers – especially if you are typically shy. The more experience you get talking about your skills, the more confidence you will have for when it really matters.

Here is some advice on how to make the most of your time!

#### 1. Copies of your résumé (25 to 50 résumés, depending on the size of the event)

It needs to look professional and be free of typos. Use an easy to read format and print on plain white- or cream-colored paper. If you are looking at several career options, you may want to have two or more targeted résumés with different career objectives or have no objective at all.

#### 2. A smile, a firm handshake and a positive attitude

- First impressions are important!
- Approach an employer with: A short introduction (see tip 3) using a natural, but assertive voice (*especially if you are typically a quiet person*).
- Strong eye contact.
- A firm handshake (not limp, damp or bone-crushing).
- A genuine smile.

#### 3. Your 30-Second Commercial

Hand the recruiter a copy of your résumé and be prepared to expand on it quickly. You will get a limited amount of time to make an impression on each recruiter. Prepare and rehearse a speech that succinctly describes who you are, what makes you unique and the benefits you can provide, for example:

*“Hello, I’m Carrie Jones. I’m a senior here at UT Arlington majoring in English. I’m very interested in a career in the marketing industry. As you can see from my résumé, I just completed an internship in the Marketing Division of the ABC Company in Dallas. I have also taken some courses in business marketing where I completed a marketing project where I was able to work on a social media campaign. I am very interested in talking with you about marketing opportunities within your organization.”*

#### 4. Information about the organizations attending the job fair

Determine what companies you would like to talk to and gather information as you would for a job interview. Do this prior to attending the job fair. You need to know how your skills and interests match their needs. Don’t just concentrate on the “big names.” There are often great opportunities with companies with which you are not familiar.

#### 5. Energy!

Career fairs require you to be on your feet moving from table to table for a while. Each time you meet someone, be at your best, as refreshed as possible!