

HOW TO MAKE THE MOST OF CAREER FAIRS

- Career fairs are networking events. Your goal should be to make new contacts for your network and/or to get a few job/internship leads.
- Before the fair, research the employers who will be attending. You can impress a recruiter by knowing about his or her company and can discuss its current situation.
- Use time wisely. Determine where employers are located and in what order to visit them.
- Make sure your resume is up-to-date and as perfect as possible. Schedule an appointment to have your resume reviewed by Fontbonne's Career Development.
- Be sure to pre-register for the fair (if required).
- Bring copies of your resume and a folder or portfolio to hold your materials. Have a pen/pencil and paper available for notes. No backpacks or anything that "yells" student.
- Have a clear focus. Be sure you are ready to answer the question, "What type of position are you seeking?"
- Rehearse your introduction speech. Example: "Hi, I'm Jenna Smith. I'm a senior business major at Fontbonne University and I'm interested in opportunities in marketing and public relations."
- Be able to sell yourself as you would at an interview. Know your skills, strengths and accomplishments.
- Dress professionally. Your look should be clean-cut, well-fitting, and conservative featuring darker colors (such as navy, black, slate).
- Do not chew gum or use your phone during the fair.
- If you are a smoker, make sure you, and your clothes, do not smell of smoke.
- Arrive early.
- Smile and be polite to everyone.
- Do not monopolize an employer's time. Ask specific questions and offer to follow up after the fair, as appropriate.
- Take notes after talking with recruiters and write them thank-you notes to follow-up.
- Keep an open mind about career opportunities with firms you had not originally thought about speaking with.
- Don't be shy. Walk right up to a recruiter and introduce yourself. However, don't interrupt a conversation the recruiter is having with another job-seeker.

For more information on preparing to attend a career fair, see the [Job Search Advice](#) section on our website.