

HOW TO MAKE THE MOST OF JOB FAIRS

Some universities will hold teacher job fairs that are open to people other than their students and some school districts may have job fairs. There may be opportunities at these fairs to get a preliminary interview on the spot, so you want to be prepared. Some fairs require pre-registration while others allow registration on the day of the fair. Here are some tips for how to make the most of job fairs:

- Job fairs are networking events. Your goal should be to make new contacts for your network and/or to get a few job leads.
- Before the fair, research the employers who will be attending. You can impress a recruiter by knowing about his or her school/school district 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 Department.
- 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?" and "Why are you interested in our school/school district?"
- Rehearse your brief introduction speech. Example: "Hi, I'm Jenna Smith. I'm a senior education major at Fontbonne University and I'm interested in opportunities in elementary or middle school English."
- 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 schools/school districts 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 .