BEFORE
THE FAIR
• Review the companies attending the fair
• Tailor your resume to specific companies or positions
• Develop and practice your 30-second commercial
• Make a list of companies that you want to speak to

DURING
THE FAIR
• Dress to reflect your professionalism
• Start with companies that you have a general interest in to practice
• Greet company representatives with a smile and firm handshake
• Be respectful of other students waiting to talk to the representative
• Get company literature, get their business card

AFTER
THE FAIR
• Send a thank you note within 24 hours to the jobs you are interested in
• Request an interview. Include a more targeted resume if appropriate
• Follow-up if you haven’t heard back within the time you were told
• Call 4-5 days after written communication if you still haven’t heard back