



# Make a Career Fair Work For You

## 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

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## 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

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## 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

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