



# Make the Most of a Virtual Career Fair

## Before the Fair

- Review information carefully regarding registration, format, preparation suggestions and guidelines
- Review the companies attending the fair
- Think about relevant questions you will want to ask
- Finalize your resume and have a polished resume ready to submit online
- Practice your 30-second commercial
- Check your battery, internet connection, and video/audio tools

## During the Fair

- Dress to reflect your professionalism
- Interact with recruiters in a give-and-take chat around your fit for their position or organization
- Sit up straight, smile, express enthusiasm in your tone of voice
- Thank the recruiter and share the most interesting aspects of their employment opportunity
- Get their virtual business card or email

## What Else Can I Negotiate?

- Review the information you gathered and make additional notes
- Send a thank you note within 24 hours to the jobs you are interested in
- Stay in touch with the employers that interest you most
- Keep the lines of communication by sending follow-up inquiries
- If you do not receive a job offer, continue checking job listings and researching employers