Making the Most of a Job Fair

BEFORE THE JOB FAIR

1. Do your research
   • Research participating companies to learn about their products, services, and employment needs.
   See who is registered: www.dvc.edu/career

2. Prepare your résumé
   • Drop by the Career, Employment & Transfer Center for a resume review:
     Monday: 9—3
     Tuesday: 9-12; 2-5
     Wednesday: 9-3
     Thursday: 9-3

3. Practice your presentation skills
   • Prepare a self introduction: describe your major, related course work career interest, related activities/experience, and the type of position you are seeking.

4. Prepare 3 questions to ask representatives. Examples include:
   • What are the top three skills that you are seeking?
   • What are your expectations for new hires?
   • What type of training is available?
   • What key skills/experiences are highly desirable?
   • What types of assignments are given to summer hires or interns?
   • How would I find out about entry-level positions in_______?

Stop by the Career, Employment and Transfer Center
Located in the Student Services Building, 2nd Floor, Room 202
or call 925-969-2137 for more pre-Job Fair advice.
www.dvc.edu/career for a list of employers
AT THE JOB FAIR

- **Dress professionally.** Women: dress shoes, dress or jacket with dress slacks or skirt. Men: dress shoes, jacket and slacks.

- **Go alone.** A professional image is easier to maintain without family and friends by your side.

- Bring **20 résumés** in a portfolio, small brief case, folder or large envelope.

- Allow yourself enough time to target those organizations that are of most interest to you.

- **Introduce yourself.** Maintain good eye contact and offer a firm handshake.

- **Demonstrate** your knowledge of the organization.

- Use your self introduction and ask questions.

- Provide a copy of your résumé.

- Request a **business card** or obtain a **contact name** in the organization.

- Inquire about the application procedure. Take **two applications** and use one for a rough draft.

AFTER THE JOB FAIR

- **Follow-up** in a timely manner.

- Send a **thank you note or email** to representatives for the time and information they provided.

- Include another résumé and any other information requested during your discussion.

- **Tailor** your résumé for each specific job by attending a résumé review clinic after the fair.

- Connect with an employer on **LinkedIn**.

- **Drop in** to the Career and Transfer Center for additional resume and interview tips!

GOOD LUCK!