



**Diablo Valley College
Career & Employment Services**

MAKING THE MOST OF A JOB FAIR

Job fairs, like interviews, are face-to-face meetings between job seekers and employers. They are one of the easiest places to find good job leads. Every employer attending is there to hire one or more workers.

Making a good impression at a job fair may give your resume or application added weight. The following tips can help you make the most of any fair.

BEFORE THE JOB FAIR

- **Do your research.**
 - Learn about the products, services, and employment needs of participating companies by researching employers on the internet.

- **Prepare your resume.**
 - Attend a workshop or a class. Contact us for more information.

- **Practice your presentation skills:**
 - Introduce yourself, look confident and initiate a handshake with a smile.
 - Demonstrate your knowledge of the organization.
 - Prepare a one-minute commercial – describe your major, related coursework (G.P.A), career interest, related activities/experience, and the type of position you are seeking.
 - Relate your background and future goals to the needs of the organization.

- **Prepare questions to ask representatives:**
 - 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, interns, or co-ops?
 - What do you like about the company?
 - How would I find out about entry-level positions in _____?

AT THE JOB FAIR

- Introduce yourself. Maintain good eye contact and offer a firm handshake. Tell the representative if you are a career explorer gathering information or a job seeker.
- Dress and look professional. Women: dress shoes, dress or jacket with dress slacks or skirt. Men: dress shoes, jacket and slacks.
- Go alone. Do not bring family members or friends along. A professional image is easier to maintain if you speak to employers alone.
- Bring 20 resumes in a portfolio, small briefcase, folder or large envelope.
- Arrive on time to review information and target those organizations that are of most interest to you
- Launch into your one-minute commercial if you are seeking a position. Ask questions.
- Provide a copy of your resume.
- Inquire about the application procedure. Complete applications flawlessly. Take two applications and use one for a rough draft.
- Demonstrate enthusiasm because a positive attitude pays off.
- Request a business card or obtain a contact name in the organization.

AFTER THE JOB FAIR

- Follow-up in a timely manner.
 - Send a thank you note to representatives for the time and information they provided (use business card for contact information).
 - Include another resume and any other information requested during your discussion.
- Those who follow up get the jobs!**

Good Luck at the Job Fair!