BEFORE THE CAREER FAIR

- Update your resume
- Research the companies you want to talk to
- Dress Appropriately
- Prepare your “elevator speech” / sales pitch
- Practice introducing yourself
- Practice shaking hands
- Develop your game plan: which employer do you want to talk with first, second, etc

WHAT TO BRING

- Multiple copies of your resume
- Professional organizer, briefcase, or portfolio with everything you need that day
- Pen/pencil and paper to take notes.
- Business cards
- Mints to ensure fresh breath
- Water bottle
- Hand sanitizer — personal preference

WHAT NOT TO BRING

- Pop/Soda or chewing gum
- Leave your backpack in the car or lobby area
- Leave your cell phone behind or TURN IT OFF (NOT to vibrate)

WHAT TO WEAR

- Dress professionally: this creates a positive first impression and boosts confidence
- Plan what you will wear the day before the event. Make sure it is clean, pressed, and shoes are shined.
- Remove lint or strings from clothing
- Cover all tattoos and remove all facial piercings
- The color of your socks should match your belt
- Nails should be clean, not too long, and ladies-stick to clear or a soft color
- Avoid strong perfume or cologne

GENTLEMEN

- Facial hair should make sure it is kept neat, trimmed, and clean
- Suit and tie mandatory

LADIES

- Keep accessories to a minimum to avoid distraction
- Dress professionally, stay away from ‘club’ or ‘skimpy’ clothing
- Skirts at fingertip length or longer
- Make-up should be natural, not overdone-less is more

DURING THE FAIR

- Arrive early, get your bearings, register if you need to, and relax
- Develop a strategy: evaluate your plan and
- SMILE! Remember body language can be very telling
- Ask the recruiters questions
- Take notes
- Be courteous and respectful. Ask for the interviewer’s business card: if it is a generic card ask them for their direct contact information and write it on the back

AFTER THE FAIR

- Send a thank you email or note within 24-48 hours of the fair
- Review your notes and apply to applicable positions discussed with recruiters
- Review your answers to questions. Evaluate what you could do better next time
- Follow up!