

# CAREER CENTER

## HOW TO PREPARE FOR A JOB FAIR

**One of the best ways to meet employers and learn of opportunities is by attending job fairs.**

### BEFORE YOU ATTEND

- Obtain a list of attending organizations and create a list of companies you would like to meet with. Research the company and find out which opportunities are available.
- Revise your resume to include all relevant information including internships, awards, activities and any other information that will add to your resume.
- Buy a business suit and make sure that your appearance is conservative and polished.
- Create a 60-second introduction about yourself. The recruiter at the job fair will ask you to talk about yourself. Meet with a career counselor to craft your response.
- Make numerous copies of your resume and print it on resume paper.

### AT THE FAIR

- Assess the layout of the fair noting where the employers are.
- Approach the recruiters with a smile, make eye contact, and offer a firm handshake.
- Ask about the organization's recruiting timetable and generate a list of specific questions to ask each employer which demonstrates your knowledge of the organization. Don't ask questions that can be found on their website or questions about salary or benefits.
- Collect business cards and informational brochures not the free stuff from the table. Write something unique about your conversation on the back of the business card to include in your follow up email.
- Speak with companies you are less interested in first to get comfortable with the process.

### AFTER THE FAIR

- Talk with a career counselor about how the job fair went and to identify additional contacts.
- Send thank you notes! Thank the recruiter for their time and remind them of your conversation.
- Follow through with the recruiters about two weeks later to find out the next steps in the process. Most recruiters expect and want you to follow through and some won't extend an interview if you don't.

### Career Center

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Visit the Career Center's website  
[westfield.ma.edu/careercenter](http://westfield.ma.edu/careercenter)

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