

Job Fair Tips for Success

At Lake1Stop, we are focused on assisting you in your search for employment. Job Fairs are fast becoming a common means of entry level recruiting. With thoughtful planning you can market yourself to stand out among the other candidates. Here are some helpful tips which can teach you how to effectively work within the job fair system so that you can improve your productivity and effectiveness.

BEFORE THE FAIR

1. Review your resume. If you do not have a resume or would like to update your resume, plan on visiting Lake1Stop so that we can assist you in developing a quality resume. Try using light colored resume paper.
2. Practice interviewing. Visit Lake1Stop. We have Winway Resume Software which has sample interview questions and salary negotiation material.
3. Set realistic goals. Few people get hired on the spot at a job fair.
4. Develop an agenda. Know what you are looking for, relay what you have to offer and devise questions for the employer.

AT THE FAIR

1. Be patient and respect other people's privacy as you approach a company table. Be prepared to wait in line and network while you're in line.
2. Bring about 30 **resumes**. This is a must! If you have more than one career objective, bring multiple resumes. A cover letter is not necessary. Bring **Letters of Recommendation**. Make sure that all employers at the job fair get copies of your best three letters of recommendation.
3. **Portfolio or Briefcase**. You can quickly gather a lot of information at a job fair. A briefcase can serve as a mini office where you can store this information along with copies of your resume and letters of recommendations. A vinyl or leather-bound portfolio should be used to store your resumes and letters of recommendation.
4. Bring **pens and paper**. Keep a list of the employers you meet.
5. **Dress for success**. First impressions are important. Keep it conservative.
6. Conduct yourself in a **professional** manner at all times.
7. Ask the employer for information, application materials and a business card.
8. At the end of the interview, offer a firm handshake, smile and use the interviewer's name. Do this again before leaving the job fair to make a lasting impression.

AFTER THE FAIR

1. Write a thank you letter to companies of interest to you. Thank them for their time and information. Include a copy of your resume. Visit Lake1Stop to access Winway Resume software which offers guidelines for writing these types of letters.
2. Call each company to make sure they received your application if you do not hear from them within two weeks of the fair. You can check on the status of the position and offer to come in for an interview.
3. Review your notes from the job fair and evaluate your presentation so that you can look at ways to improve for the next fair or interview.