



POSITION YOURSELF FOR JOB-SEARCH SUCCESS

TOP TEN TIPS FOR JOB SEEKERS

1 - Show Your “Best “: Competition for positions is stiff so show your best. Be sure to arrive early, rested and ready to engage. Bring personalized business cards with complete contact information.

Some simple rules of etiquette to follow: Dress to impress, be sure to turn off your phones and tablets, eat in designated areas - not in front of recruiter booths – no smoking or chewing gum. Introduce yourself with a confident handshake and make eye contact. Talk positively about your current or previous jobs and employers. Be knowledgeable and complimentary of your next employer and his/her company.

2 - Dress Professionally: The first impression you make is the one that matters so how you dress when attending a job fair is important. The general rule is to dress to fit the job for which you are applying. Business attire is generally conservative rather than fashionable. For a professional job, business attire is best. A suit and tie for men, a tailored pantsuit or skirted suit for women. For a summer or seasonal position, business casual attire appropriate. For men, slacks with collared shirt, slacks or skirt with blouse for women.

3 - Bring a Friend: If you are nervous about attending a job fair, bring a friend. They can provide support and help you discover career opportunities on your behalf. Be sure they “step back” if you engage in a serious conversation with a potential employer.

4 - Research the Recruiters: Many job fairs post the recruiting companies before the event. Research the companies that you are interested in, learn what the companies do. What is their product or service? What positions are being offered by the company? What skills are they seeking?

Advanced research is an invaluable tool to help match your skills and experience to the right company. Knowing about your recruiters allows you time to customize your resume, matching you to open positions.

5 - Be Prepared to Communicate: What do you want and what do you have to offer? Prepare a 30-second introduction and career overview. A brief synopsis that should include the kind of work you do, years of experience in the industry or related industries, examples of your key skills and expertise, what you hope to find in your next job.

Write it down and practice until you are comfortable with your message.

6 - Bring Your Resume: Bring a number of resumes with you, printed on quality paper. It is important to target your resume to the type of position you seek. Focus on your accomplishments, not responsibilities. Resume should be two pages or less and include your complete contact information. Use a portfolio or folder for resumes. Do not fold or put them in an envelope.

Some companies will only accept on-line applications. Do not be discouraged but take note of the web address for applications. If you are interested in applying, do so within a day after the job fair.

7 - Make Your Objectives Known: Do not hesitate to approach recruiters with confidence. While you are job seeking, they are also working to recruit. Your objectives are very similar.

Introduce yourself and share why you are there. Ask open-ended questions about the company, available positions and take notes. Offer your business card and resume.

8 - Collect Business Cards and Take Notes: Ask for a business card of those you speak with. After leaving the recruiters booth, make notes of your discussion and how you will follow up after the fair.

9 – Do the Work: Success takes research, practice and persistence. The more effort you put into preparing, the more success you will see in obtaining interviews and job offers.

10 - After the Fair: Send a thank you note to the recruiting companies that you met at the fair. Remind them of the position you spoke about and reconfirm your interest in scheduling a follow-up interview. You can include another copy of your resume or personal business card that will remind them who you are and provide contact information.