Do you attend a Career Fair to get a job? Not necessarily. You attend a Career Fair in an effort to meet the company representatives and visit with other attendees to exchange information about companies. What do you do to prepare?

- Go on-line and research the attending companies. There’s no excuse for not knowing something about each one.

- Prepare your resume and business cards.

- Wear the appropriate attire for spontaneous interviewing – a suit (both ladies and gentlemen).

- Decide which companies are highest on your interest list and stop at their booths first.

- Take time to talk to other attendees waiting in line. Be both a giver and receiver of information. Don’t miss this superb networking opportunity!

- Approach recruiters with a smile and handshake.
  1. Tell them why their company is of interest to you.
  2. Ask for their business card, then present yours.
  3. Give your brief infomercial.
  4. Ask if they are accepting resumes.
  5. Excuse yourself by shaking hands good-bye.
  6. Remember, there are others waiting in line behind you.

- Most important: follow-up!
  1. When you get home, sort through your information, making notes before you forget details.
  2. Then, write thank you notes to your recruiters, telling them how much you enjoyed meeting them (here’s where their business card comes in handy).
  3. Ask for an opportunity to meet face-to-face to talk about the company’s needs and how you might be the best answer to them.