

Preparing for a Job/Career Fair

Do some research: Look at the list of employers that plan to attend: Spend 5-10 minutes googling their company website to learn about their company. Decide which employers you want to approach, but be open to meeting new people that you didn't plan to meet as well. Talking to people is networking and networking is still the #1 way to find employment.

What to Bring:

- Several resumes printed out – **Contact Career Services to schedule an appointment for help updating your resume!** (608) 785-9440 or email careerservices@westerntc.edu We are open 8-4 Mon, Tues and Thurs; 8-6 on Wednesdays and 10-4 on Fridays
- Your portfolio if you have prepared one (which would include everything on this list)
- Samples of your best work if applicable
- Copies of any licenses or certifications you have acquired
- A list of classes or workshops you have attended

What to Say: Be ready with your 15 second *salespitch*. Example:

“Hi My name is George McCann. I have excellent customer services skills gained through employment as a waiter, a hostess and a bartender. I even served as a greeter during a home show event here in town. I would also like to share that my current boss says he loves my positive attitude. Now I am looking for a job opportunity that will be flexible enough for me to complete my degree here at Western Technical College.”

Write out what you want to say and then repeat it several times out loud. Practicing out loud is important if you want to be less nervous when approaching employers.

What to Ask:

- “What do you like most about working for your company?”
- “Can you describe a typical day for someone working as a _____ at your company?”
- “What kind of training do you offer?”
- “What is the next step? How can I arrange a job interview?”
- “I have always wanted to _____, would you have a similar position within your company?”

Be Prepared for: Be prepared for questions from the employer representative. Be ready to describe your skills and abilities and remember you have learned skills in the classroom and in the work place. And volunteer opportunities count for skills gained as well! If the individual asks you to tell them about yourself, that is when you recite your sales pitch. Be ready to tell them why you want to work for them and what your career goals are.

What to Wear: Dress one step up from the profession that you are going into. Make sure you look neat and clean.

After the Job Fair: It is important to follow up: Write thank you notes to those you met (you hopefully obtained their business card) whom you hope to impress. Thank them for speaking to you, mention which job fair you met them at, and the position you are interested in, summarize your qualifications, restate your wish for an interview and attach another copy of your resume.