

Job Fair Preparation Essentials

Get Ready for Campus Job Fairs

Job Fairs are great opportunities to:

- Learn about jobs
- Network and establish company contacts in your field
- Gain a better understanding of the hiring process
- Obtain in-person visibility
- Build confidence

Be Prepared:

- Before the job fair, research the employers attending and impress them with your knowledge of their company!
- Dress professionally.
- Prepare a professional resume and bring multiple copies.
- Prepare questions to ask the employers.
- Use a nice folder or padfolio to hold your resumes, references and questions for employers.
- Have your introduction prepared. Practice your “Tell Me About Yourself” elevator pitch.
- Arrive early. Give yourself enough time to talk to each employer
- Be polite, professional, positive and confident. Silence your phone.
- Smile, have a good handshake, look directly at the employer, and show your interest by being enthusiastic.
- Ask for the employer’s business card / contact information and collect company brochures, pamphlets, etc...
- Send a thank you note within 24 hours to each employer that you speak with and follow through with any applications.
- Keep in touch with the employers you met as you move through your job search.



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