

## **TIPS FOR ATTENDING A JOB FAIR**

### **IDENTIFY COMPANIES AND DO RESEARCH**

- Identify the companies that are seeking hires with your major or the companies you are really interested in. If a company you are interested in is currently not hiring, talk to them anyway. They may be hiring in the future.
- Do research on that company. Links to all the companies attending CCNY Career Fairs can be found at [www.ccny.cuny.edu/careercenter/ccny-career-fairs.cfm](http://www.ccny.cuny.edu/careercenter/ccny-career-fairs.cfm).
- Know their available positions, what they produce, and their available services.

### **WHAT TO WEAR**

- The event is professional. It is recommended that you wear a conservative suit.
- Be sure your accessories are kept to a minimum, your shoes are polished, and refrain from wearing cologne or perfume (an employer might be allergic).

### **NETWORK**

- You must think of the Career Fair as a way to network and make contacts within a company that could potentially lead to a job or internship.
- You will most likely not be offered a job on the spot, but you should treat each meeting as a preliminary or screening interview.

### **ARRIVE AT VERY BEGINNING**

- Remember, "The early bird gets the worm". Not many people are at the fair when it first starts so you will have the complete attention of the recruiter.
- Recruiters are likely to be less tired than they would be at the end of the fair.

### **HAVE RESUMES/A PORTFOLIO IN A PROFESSIONAL NOTEBOOK**

- Depending on the number of companies you plan to visit, you should have at least 15-25 resumes prepared and printed on quality resume paper.
- Make sure your e-mail and contact information is up to date and listed on each page of your resume.
- Have a professional notebook so you can keep your resumes neat. You can also use that notebook to take notes and write down company contact information.

## **WHAT TO SAY**

If you are looking for a job: Approach the company recruiter in a very friendly way and simply say

“Hi, my name is . My major is (was) . I graduate(d) in ??? from CCNY. I have done some research on your Web site and am interested in the position at your company. I would like to tell you a little about my background.

If you are looking for an internship: Approach the company recruiter in a very friendly way and simply say

“Hi, my name is . My major is . I would like to talk with you about potential internship opportunities at your company or what qualities you look for in interns. (Remember you are networking – they may not give you an internship now, but the relationship that you start to develop could lead to a permanent position when you graduate).

## **GET BUSINESS CARDS AND E-MAIL ADDRESSES, THEN FOLLOW UP**

You want to get the recruiter’s contact information so you can follow up with them, especially if they have positions available. If you get an e-mail address, send an e-mail to them thanking them for their time. Most companies will tell you to apply online; make sure to do this as close to the day of the fair as possible.