

How to PREPARE for the CAREER FAIR!

The Career Center
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Getting Ready for the Career Fair

- Resume Prep!
 - Make sure your resume is EXACTLY the way you want it to be.
 - Bring at least 30 copies to the fair.
 - Carry your resume in a brown/black portfolio or case. Make sure it looks professional.

Keep Getting Ready!

- Strategize
 - Visit www.lvcce.org to obtain a list of employers that will be attending.
 - Figure out who you want to see the most and plan accordingly.

Dress to Impress!

- You want them to remember you, not what you're wearing!
- Wear a professional suit.
 - Jacket, blouse, tie
 - Navy, gray, black, brown...nothing too loud!
 - No open toe shoes (it's February!)

Professional but Trendy

- No hats!
- Don't wear too much makeup!
- Wear sparse jewelry
- Don't over scent
- Neat/professional hairstyle
- Keep pierced body parts and tattoos covered up if visible.
- Make sure you shower, brush teeth before you go in.
- No smoking before you go into the fair!

How to Act at the Career Fair

- Get there early!
- How to approach a table:
 - Pick up a brochure
 - Wait your turn
 - Are you interested in them?
- What if the line is too long? Move on and come back to that table later.

When it's Your Turn

- First impressions count!
- You will have less than 2 minutes, so make them count!
- Don't be concerned if they don't take your resume. Why? Some employers will make you apply online.
- Introduce yourself to the recruiter (firm handshake)
- Why did you approach them?
- Give your 10 second commercial
- Before you leave...

Before You Leave the Table

- Get their business card!
- Ask what you should do to follow up.
What is your next step?
- What is their timeframe for interviewing or hiring?

The Career Fair Interview

- Make good eye contact
- No gum, nothing in your mouth!
- Firm handshake
- Smile! Think positive!
- Don't sell yourself short.
- Listen to questions they ask you and answer honestly!
- Speak clearly, project confidence!

Questions to Expect

- Tell me about yourself.
- Why are you interested in this company?
- Why do you want to work here?
- Tell me about your education?
- Do you plan to continue your education?
- What kind of salary are you looking for?
- Do you have questions for us?

After the Fair

- Playing it by ear...but don't fall through the cracks!

Questions?

Lehigh Valley Collegiate Career Expo
Wednesday, February 18th

Holiday Inn Fogelsville, 12noon-4pm

www.lvcce.org