

## Quick Tips for Career Fair Success

- Plan ahead: Rank the organizations attending so you can visit those of most interest first; work your way through your list as you have time.
- Dress as if it were an interview.
- Prepare a short “commercial” that you can use when you introduce yourself to recruiters.
- Come prepared with paper copies of your resumes, but also load your resume onto a “memory stick” or “thumb drive” so that it can be transferred to the recruiter’s laptop.
- Focus on the organizations and their opportunities—not their giveaways.
- Display a professional attitude, and be unfailingly polite.
- Listen to what the recruiter has to say.
- Be respectful of the recruiter’s time.
- Ask recruiters about next steps.
- Get recruiters’ business cards, and jot down pertinent notes on them so you can follow up.
- Send a thank-you note or e-mail to each recruiter you met with at the career fair.