Job Fair Tips for Students

Each City College of Chicago sponsors an annual Job Fair, which is open to students, alumni, and community members seeking professional career opportunities. The following are some helpful tips to make your job fair a productive experience.

Learn Who’s Coming Ahead of Time

- Review the list of names and research the companies that are of interest to you, via Internet, web pages, etc.
- Develop a list of employers that you plan to speak with and research their employment opportunities, company products and services.
  - For guidelines on how to research a company online click on this link: [www.quintcareers.com/researching_companies_guide.html](http://www.quintcareers.com/researching_companies_guide.html)
- Keep in mind all the factors to consider regarding the job. They include location of employment, type of position, job responsibilities and corporate culture.

Contact Employers of Interest Prior to the Job Fair

- Send a cover letter and resume (via e-mail or ground mail) to companies you plan to visit at the Job Fair.
- Let the employer know that you look forward to meeting him/her at the job fair. Describe your educational and career background, qualifications, and experience that best relate to the position requirements and the specific company.
- Consult with a College Advisor or Career Services staff if you need assistance writing a cover letter and resume. You can visit one of the City Colleges of Chicago’s Career Centers for assistance or contact them via phone or email to schedule an appointment.

Prepare a 45 Second Verbal Summary of Your Qualifications

- Plan to engage in brief, formal interviews with employers regarding your qualifications and their employment needs.
- Review your resume and be prepared to present a 45 second summary of your educational career and background, qualifications, work experiences, and career interests.
- Be prepared to ask relevant questions.
- Describe how your skills match those of the position in which you are interested
- Promote your abilities.
- Be prepared to schedule interviews with employers later in the day and/or second interviews in the following weeks.

Dress and Act the Part

- First impressions are critical. Dress in conservative, well pressed, professionally tailored business attire.
- Approach employers with confidence and assertiveness. Don’t forget to smile.
- Please do not chew gum, drink, eat, or be rude.
- Don’t ask about salary and benefits unless the employer prompts the conversation.
- If so, offer realistic salary expectations and appear interested.
- Plan to arrive as close to start time of the fair since some recruiters/employers may leave before the scheduled end time.
Take the right things with you
- Take a supply of resumes (base it on the amount of employers planned for the event), unofficial copies of your transcript, and a list of professional references.
- Take your calendar or appointment book with you to schedule interviews.

Develop a Plan of Action for the Day of the Fair
- Visit first the employer(s) in which you have the strongest interest (your “A-List”).
- Then visit all of the employers whose positions look interesting.
- Record notes on each employer contact preferably on the recruiter’s business card or company literature. Use these notes when writing thank you letters, conducting interviews, or evaluating job offers.

Always learn What is going to Happen Next
- As you leave each employer, ask about the next step in the interview process and how you can advance your candidacy.
- If the employer suggests that you call, if you are interested in the position, do so within two days. If you do not, s/he will assume you are not interested.
- Ask for a business card from all recruiters with whom you speak. Provide a firm handshake and thank them for their time.

Follow Up with Your Job Leads
- Write a thank you letter to each recruiter who discussed positions in which you were interested.
- In the letter, remind the recruiter that you met at your college’s Job Fair, and reiterate your qualifications and interest in the position.
- Include a copy of your resume and any documentation requested at the Job Fair.