



How to Prepare for a Job Fair

DRESS PROFESSIONALLY.

- First Impressions are Critical.
- Layout your Wardrobe the day before.
- Be sure to check hygiene and wear wrinkle-free clothes.

PRACTICE, PRACTICE, PRACTICE.

- Practice your introduction with a friend.
- Test out your handshake and make eye contact.

HAVE YOUR RESUME REVIEWED BY THE CAREER CENTER

- Attend a Resume Writing workshop, visit the Career Center for Dates and Times.
- Visit the Career Center in STU 301 at Moreno Valley College.
- Print at least 20 copies of your resume and put them in a professional portfolio.

HIGHLIGHT YOUR STRENGTHS AND EXPERIENCES

- When you meet with an employer, take a few seconds to introduce yourself. Don't expect them to lead the conversation.
- Know what your strengths/interests are and how you can benefit the company.

TAKE NOTES

- After meeting with each employer, take notes about the companies that interest you. This will come in handy when doing follow-ups after the fair.
- Collect business cards or other contact information.
- Bring a Pen! This will come in handy for taking notes, as well as, filling out applications!

THE DO NOTS!

- Do not travel in groups. Travel Solo around the Career Fair!
- Do not come unprepared.
- Do not just drop your resume off at the employer's table. Make sure to speak with the recruiter.
- Do not have your cell phone visible. Make sure to turn it on silent and place it in your bag, purse or backpack.