



EXPLORE
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CAREER

Quick Tips

Preparing for a Job Fair

Before the fair:

- Visit Career Services to...
 - Have your resume reviewed
 - Practice your self-introduction
 - Make sure your outfit is appropriate
 - Learn which employers will attend
 - Note who you would like to talk to and what positions they are hiring for
 - Sort employers so you know how to prioritize the day of the fair
- Review your qualifications.
 - What are you good at?
 - Why do you want this job?
 - What sets you apart?
 - Arrange child care and transportation for the day of the fair, if needed.
- Research employers.
 - Google companies and look at their website
 - Check the Denver Business Journal and industry newsletters
 - Find them on LinkedIn and connect

At the fair:

- Make sure you're prepared:
 - Leave unprofessional gear somewhere else. No bikes, bulky backpacks, skateboards, etc.
 - Wear comfortable but professional shoes.
 - Check your hair, outfit, and teeth once more.
- Review your handout.
 - Note where your selected employers are.
 - Start by visiting booths you're interested in but aren't on your must-see list to practice your introduction and build confidence.
- Introduce yourself to employers.
 - Use the polished, informative self-introduction you've generated
 - Smile, make eye contact, and shake hands.
 - Ask good questions.
 - Hand out copies of your resume.
 - Take business cards from good contacts and make a few quick notes on the back.
- Listen attentively and answer questions!

After the fair:

- Follow up.
 - Write thank-you notes to people who were especially helpful.
 - Contact people who seemed interested or offered help.
 - Visit websites of employers you were interested in at the fair.

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