



Before the Career Fair

- ✓ Update your resume
- ✓ Research the companies you want to talk to
- ✓ Prepare your “elevator speech”/ sales pitch
- ✓ Practice introducing yourself and shaking hands
- ✓ Develop your game plan – which employer do you want to talk with first, second, etc.

Attire

- Select a business suit, dress, or a professional shirt/ blouse with dress pants or a skirt. Also be sure to wear appropriate shoes, a tie, belt, and minimal jewelry. *It's nearly impossible to be overdressed!*
- Choose your outfit the day before; ensure it's clean and pressed and remove lint, fur, or strings for a polished look
- Stay away from “club” attire
- Skirts and dresses should be knee-length or longer
- Cover tattoos and remove facial piercings
- Make-up should be natural, not overdone – less is more
- Ensure facial hair is kept neat, trimmed, and clean
- Nails should be clean, not too long, and a neutral or soft color
- Avoid strong perfume or cologne

Supplies

- Multiple copies of your resume
- Professional organizer and/or portfolio
- Pen/pencil and paper to take notes
- Business cards
- Mints
- Water bottle
- Hand sanitizer (personal preference)

At the Career Fair

- Arrive early, check in, and relax
- SMILE! Body language can be very telling
- Ask the recruiters questions
- Take notes
- Be courteous and respectful
- Ask for the interviewer's business card. If it is a generic card, ask them for their direct contact information and write it on the back



After the Fair

- ✓ Send a thank you email or note within 24-48 hours of the fair
- ✓ Review your notes and apply to positions discussed with recruiters
- ✓ Review the answers to your questions, evaluate what you can do better next time, and follow up