



EXPLORE  
EXPERIENCE  
EXECUTE  

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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?
  - If needed, arrange child care and transportation for the day of the fair
- 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, ect.
  - 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 in you
  - Visit websites of employers you were interested in at the fair

### Follow Us!

 [MSUDenverCareerServices](#)

 [@MetroCareerServ](#)

 [Group: MSU Denver Career Services](#)

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Still have questions? Come in during our walk-in hours!

Here are some things we can cover with you:

- When and where will the fair be?
- How should I introduce myself to employers?
- What should I learn about employers in advance?
- How do I learn that stuff?
- Is my resume good? How can I improve it?
- What if they interview me on the spot?
- How do I shake hands?
- How should I respond to difficult questions?
- How should I dress for the fair?
- What will the fair look like?
- Who will be attending?
- How do I deal with fair-day nerves?
- Should I get business cards printed? What should they say?
- What should I bring with me to the fair?
- How should I follow up after the fair?

**Walk in hours are:**

<b>Monday:</b>	4:00 – 5:00
<b>Tuesday:</b>	3:00- - 4:00
<b>Wednesday:</b>	2:00 – 3:00
<b>Thursday:</b>	11:00 – 12:00
<b>Friday:</b>	9:00 – 10:00