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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.

#### Follow Us!



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Group: MSU Denver Career Services

Tivoli 215  
303-556-3664  
MSUDenver.edu/career



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