TIPS FOR ATTENDING A JOB FAIR

IDENTIFY COMPANIES AND DO RESEARCH

• Identify the companies that are seeking hires with your major or the companies you are really interested in. If a company you are interested in is currently not hiring, talk to them anyway. They may be hiring in the future.
• Do research on that company. Links to all the companies attending CCNY Career Fairs can be found at www.ccny.cuny.edu/careercenter/ccny-career-fairs.cfm.
• Know their available positions, what they produce, and their available services.

WHAT TO WEAR

• The event is professional. It is recommended that you wear a conservative suit.
• Be sure your accessories are kept to a minimum, your shoes are polished, and refrain from wearing cologne or perfume (an employer might be allergic).

NETWORK

• You must think of the Career Fair as a way to network and make contacts within a company that could potentially lead to a job or internship.
• You will most likely not be offered a job on the spot, but you should treat each meeting as a preliminary or screening interview.

ARRIVE AT VERY BEGINNING

• Remember, “The early bird gets the worm”. Not many people are at the fair when it first starts so you will have the complete attention of the recruiter.
• Recruiters are likely to be less tired than they would be at the end of the fair.

HAVE RESUMES/A PORTFOLIO IN A PROFESSIONAL NOTEBOOK

• Depending on the number of companies you plan to visit, you should have at least 15-25 resumes prepared and printed on quality resume paper.
• Make sure your e-mail and contact information is up to date and listed on each page of your resume.
• Have a professional notebook so you can keep your resumes neat. You can also use that notebook to take notes and write down company contact information.
WHAT TO SAY

If you are looking for a job: Approach the company recruiter in a very friendly way and simply say

“Hi, my name is . My major is (was). I graduate(d) in ???? from CCNY. I have done some research on your Web site and am interested in the position at your company. I would like to tell you a little about my background.

If you are looking for an internship: Approach the company recruiter in a very friendly way and simply say

“Hi, my name is . My major is . I would like to talk with you about potential internship opportunities at your company or what qualities you look for in interns. (Remember you are networking – they may not give you an internship now, but the relationship that you start to develop could lead to a permanent position when you graduate).

GET BUSINESS CARDS AND E-MAIL ADDRESSES, THEN FOLLOW UP

You want to get the recruiter’s contact information so you can follow up with them, especially if they have positions available. If you get an e-mail address, send an e-mail to them thanking them for their time. Most companies will tell you to apply online; make sure to do this as close to the day of the fair as possible.