How To Work a Job Fair

How to Prepare – General:
- Get your one-page resume ready early
  - Use the TTU Engineering recommended resume format and tips sheet to make a draft
  - Bring your draft to the EOC for resume reviews
- Pre-register to avoid long check-in lines (see the Job Fair Event on Job Grid for details)

How to Prepare – Talking to Recruiters:
- Practice non-verbals
  - Firm handshake
  - Relaxed, open stance
  - Smile and make eye contact
- Prepare and practice your intro speech to recruiters
  - Include
    - Name
    - Major
    - Classification
    - Grad Year
    - Why you’re interested in the company (preferably something specific)
  - Ex: “Hi, my name is John Doe and I’m a senior mechanical engineer graduating in May. I’m looking for a full-time position, and I’m interested in [company name] because of ______”
  - Keep it concise and natural. Practice in front of a mirror or with friends to make it routine.
- Practice answering standard questions:
  - Tell me about yourself?
  - What are your career goals?
  - What do you know about us?
- Prepare 1-2 questions for each company
- Ask for their contact info and more detail on their application process (write it down so you don’t forget)
- End on a positive note by thanking them for their time and indicating your continued interest

How to Prepare – Establishing a Specific Game Plan:
- Check the Employer Tab of the Job Fair Event on Job Grid to see which employers are attending
- Note which companies are hiring your major and desired position type (full-time or intern/co-op)
- Make a list of companies that you specifically want to visit during the Fair
  - This will depend on your schedule and preference, but probably around 7-10
- Research each company and how your skills fit with their objectives
- Write down a couple talking points about each company and why you want to work for them
- When the layout is released, find where your companies will be and decide in what order to visit them
  - Try not to visit your top company first if possible – give yourself a chance to warm up
- Be prepared to be flexible – some lines might be long and you’ll need to reorder, or you might see another company that you decide to visit
What to Bring:
- Several copies of your resume
- A portfolio or nice folder
- A notepad and pen
- If you pre-registered, bring your lanyard with you
- If not, bring your student ID to register at the Fair
- Tip: Remember that any giveaways you take, you will have to carry for the remainder of the event. Always make sure that you can still interact with recruiters professionally while carrying your giveaways.

What to Wear:
- Dress code is Business Professional, meaning all students should wear a suit or similar
  - Students wearing jeans, low-cut tops, short skirts, or stilettos will not be allowed in the Fair
- Wear comfortable shoes that have been broken in
- Practice good personal hygiene (shower, brush your teeth, etc.)

General Tips:
- Plan to arrive as early as your schedule allows to avoid lines
- Follow-up with recruiters and thank them for their time via email or LinkedIn
- Be confident – recruiters are there to meet with you and are often alumni close to your age
- Don’t get discouraged if a company doesn’t have something for you, just keep going

Contact the EOC at coe.careers@ttu.edu with any questions.