



In-Person Job Fair Prep Tips

General Preparation:

- Draft a one-page resume using the recommended resume template on [Job Grid](#) and the [EOC website](#).
- Get your resume critiqued by a Peer Career Advisor in the EOC at least once before the Fair.
- Pre-register in the EOC to avoid long lines at the Fair (see the Job Fair Event on [Job Grid](#) for details).

How to Establish a Game Plan:

- Track which employers are attending via the Employer Tab of the [Job Fair Event](#) on Job Grid.
- 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. We recommend starting with a top 10 list and adding to that based on your schedule during the day.
- Research each company and how your skills and interests might be a fit.
- Write down a couple talking points for 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.

How to Talk to Recruiters:

- Know what you will say in advance by preparing and practicing your elevator pitch for recruiters.
 - See Elevator Pitch handout [here](#).
- Practice answering standard questions:
 - Tell me about yourself? Practice your elevator pitch.
 - Tell me more about XYZ on your resume? Know your resume!
 - What are your career goals?
 - What do you know about us? Why are you interested in us?
- Prepare 1-2 questions for each company.
- Ask for their contact info and any next steps you should take (write it down so you don't forget).
- End on a positive note by thanking them for their time and indicating your continued interest.
- Remember and practice non-verbals.
 - Relaxed, open stance with shoulders back.
 - Smile and make eye contact.

What to Bring:

- Several copies of your resume (more than you think you need).
- A portfolio or dark-colored folder.
- A notepad and pen for taking notes.
- If you pre-register, 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 and will be enforced for the duration of the Fair. Please check your email or go [here](#) for guidelines. You will not be allowed in the Fair if you are not in dress code.
- Remember that dressing professionally does not have to be expensive! Free resources are available on campus, and thrift/discount stores are a great option as well.

Other Tips:

- **Attend a Job Fair Prep Workshop for additional tips** (schedule on [Job Grid](#)).
- Pre-register and 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.
- Don't get discouraged if a company doesn't have something for you, just keep going! Each recruiter you speak with is a new beginning.

Contact Career Services at coe.careers@ttu.edu with any questions.