

BEFORE THE CAREER FAIR

- Update your resume
- Research the companies you will speak with
 - Plan which employers you want to talk with first, second, etc.
- Prepare questions for recruiters
- Practice introducing yourself and shaking hands
- Prepare your “elevator speech”/sales pitch
 - Prepare a 30-40 second introduction of yourself (education, experience, goals)
- Participate in a mock interview with Career Services

SUPPLIES

- Multiple copies of your resume
- Professional organizer such as a portfolio
- Pen/pencil and paper to take notes
- Business cards
- Mints, water, and hand sanitizer (personal preference)

WHAT TO WEAR

- Plan your outfit the day before
 - Clean, press clothes, and shine shoes
 - Keep accessories to a minimum
- Wear professional attire
 - Business suit or dress
 - Skirts below the knee
 - Dress shoes: Two inch pumps or lower
- Look your best
 - Consider a haircut, shave, and/or manicure
 - Facial hair: neat, trimmed, and clean
 - Nails: clean, not too long, limit to clear or neutral polish
 - Consider covering tattoos and removing any facial piercings
 - Makeup should be subtle—less is more
 - Wear minimal perfume, body spray, or cologne
 - Do not smoke or drink coffee prior to or during the fair

DURING THE FAIR

- Arrive early, register/check-in, and relax
- Smile—body language can be very telling
 - Maintain eye contact
- Ask the recruiters questions
- Take notes
- Be courteous and respectful
- Ask for each recruiter’s business card

AFTER THE FAIR

- Email a thank you email or note within 24 hours to each recruiter you met
- Review your notes and apply to applicable positions discussed with recruiters
 - Follow employer instructions for the company application process
- Evaluate what worked this time and what you will improve at the next career fair



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