

VIRTUAL WORKPLACE EXPERIENCES

IN-FIELD EXPERIENCE: HOW TO BE SUCCESSFUL AT A JOB FAIR

<p>Know what type of job you want</p>	<p>Don't attend a career fair without knowing what type of job you want to land. Most fair organizers publish company participant lists in advance.</p>
<p>Have copies of your resume, but expect to be told to apply online</p>	<p>You can't show up at a career fair without copies of your resume, but don't plan to drop them off with the recruiter in lieu of applying online.</p> <p>If the recruiter accepts your resume, it will probably be wise to write a note to remind him / her about your conversation.</p>
<p>Be able to introduce yourself</p>	<p>This isn't as easy as it might seem. Most job seekers fail to have a clear, concise answer to the inevitable question, "Can you tell me about yourself?"</p> <p>Your answer must articulate how your skills, accomplishments, and experiences directly relate to the type of job you want to land at the organization.</p>
<p>Have some good questions to ask</p>	<p>It's easy to draft several questions that help you appear smart, informed, and on target. Asking intelligent questions to help the company's representative remember you positively.</p> <p>For example: Has the company recently had some positive press? Comment on it! Make a point to let the recruiter know you've done your homework.</p>
<p>Look the part</p>	<p>It is absolutely crucial to dress appropriately. This typically means a clean pressed shirt or blouse with slacks or a skirt, and polished shoes.</p>
<p>Maintain a positive attitude</p>	<p>What kind of impression will you make at a career fair if you have a negative demeanor? Even if you're feeling down about your job prospects, make an effort to act positively when meeting prospective employers at a job fair.</p>
<p>Follow up</p>	<p>Send a follow-up note that references your meeting and conversation. (The notes you took at the fair will come in handy for this.) Remind the recruiter of your qualifications, explain that you applied online for the job, and reiterate your strong interest in working at the organization.</p>