Prepare for the Fair

Generally, increased preparation will increase your chances for job fair success! Watch this video for important tips from a Brooklyn College student on how they prepared for the fair and this 2-minute video can help you get a sense of what to expect at a fair.

Use the below guide and our job fair prep playlist to organize yourself on how to best prepare for an upcoming job fair.

One to Two Weeks Before:

☐ **Dress for Success**: Have you gotten your professional attire yet? Here’s some fashion do’s and don’ts. The Magner Career Center partners with organizations that help students access professional attire. If you are in need of professional attire, contact Sabine Saint - Cyr. Students may qualify for a 10% Discount from H&M.

☐ **Update your resume**: by using our resume guide before coming in to see a counselor. Since your resume markets your background and qualifications, it is the 1st step to getting an interview therefore it should look and sound professional.

☐ **Have your resume reviewed**: by our counselors by attending our Extended Drop-In Hours for resume review during the week of the fair.

☐ **Craft your elevator pitch**: This will include key components such as: Your name, your major, when you will graduate, and a little bit about yourself (such as involvement in student organizations or a summary of your internship/work experience). Check out a video example. Come during extended drop-in hours (week of the fair).

☐ **Get extra preparation**: Attend to a job fair prep workshop (view workshop times on BC WebCentral under the career workshop tab). If you can't attend the job fair prep workshops watch our job fair prep playlist.

☐ **Conduct research**: on the employers who are planning to attend. The full list of attending employers can be found by going to tinyurl.com/brooklyncollegecareerfair. Use this list to prioritize your top employers.

☐ **Print multiple copies of your resume and practice your elevator pitch** with friends, family, or colleagues to become more comfortable with delivering.

☐ **Prepare a small bag**: Have a dark plain folder with at least 15 copies of your resume, a pen and notebook for taking notes, list of employers and business cards (if you have them).

Day of Job Fair

☐ **Don’t Go Empty Handed**: Remember to bring the material you prepared.

☐ **Make the Most of Your Time** Visit a few companies "lower" on your list to get some of the nervous out and then when you are feeling more confident go to your top employers. If there is a long line for one recruiter, come back later so you don’t waste time waiting. Have time left, visit other employers even if they are not recruiting exactly for what you are interested in. They may be able to connect you to someone else at the company.

☐ **Don’t be Shy**: Introduce yourself with a smile, make eye contact, give a brief but firm handshake, and speak clearly and with interest. And say the elevator pitch you practiced.

☐ **Give Your Resume to the Employer** instead of waiting until the end—the recruiter may get interrupted or move onto someone else.

☐ **Make Yourself Memorable**: Ask relevant questions based on the research that you did. Do not ask about salary, benefits, how many hours you will work, etc. If a recruiter does not have positions that interest you, ask them who else you could contact.

☐ **End on a Positive Note**: Thank the person you are speaking with for their time and ask for their business card! Find out the best way for you to follow up. Jot down notes only after you have left the employer’s booth.

☐ **Take Action**: Follow the recruiter’s instructions about applying for the position. Be sure to send your thank you letters to affirm your interest in working for the organization.

After the Job Fair

☐ **Review our tips on how to make the most after the fair.**

Other Resources to Help You Prepare

- [Vault's How to Make a Job Fair Work for You](#)
- [Vault's Find Job Fair Success](#)
- [Vault 9 Steps to Nail the College Career Fair.](#)
- [Elevator Pitch 101](#)