

## 1. KNOW THE LAYOUT AND FORMAT OF THE JOB FAIR

Arrive early in the day, if possible. Walk around the fair to get comfortable and develop a sense of the layout. Review the job fair agenda. Locate companies of interest and determine the order in which you would like to speak with them. Prepare a nametag with your name and major. This will make it easier for the employer to remember you.

## 2. RESEARCH THE COMPANIES THAT ARE ATTENDING AND THE POSITIONS THAT THEY HAVE AVAILABLE, IF POSSIBLE

The types of vacancies may be available on *RhodyNet* and on the company's website. Make use of the employer list on the URI Career Services website ([career.uri.edu](http://career.uri.edu)) and investigate company websites that are of interest. Research employers through their website, library resources, and personal contacts. Prepare a prioritized list of companies with which you would like to talk

## 3. BRING ENOUGH RESUMES TO PASS AROUND TO EMPLOYERS

Have your resume reviewed by someone several days before you plan to use it. Professors, internship supervisors, and career services staff can all provide valuable input to making it the best possible representation of your qualifications

## 4. DRESS PROFESSIONALLY

Consider the industry and type of position in which you are interested. Dress for a summer/internship job fair would be less formal than for a finance industry job fair. Save your best attire for the interview!

## 5. BE PREPARED TO INTRODUCE YOURSELF WITH A 30-45 SECOND "COMMERCIAL"

- Communicate a **professional and enthusiastic** attitude.
- Present yourself with a **firm handshake** and **confident smile**.
- Prepare a sincere, **one-minute "commercial"** about yourself. Include information such as: your major, courses, GPA, skills, activities, work values, reason why you would be a good match with their company, what makes you a special candidate, what your greatest strengths are, or what you have to offer. Summarize your relevant skills, interests, and background.
- Display knowledge about the company's product or service, etc.
- Have questions for the representatives (i.e. time frame for the search, location of discussed vacancies).
- Be sure the company has your resume and request a business card before you depart the interview. Send a thank-you note to interviewers within a week.

## 6. RELAX AND ENJOY THE DAY

The fair is a great opportunity to collect information about career opportunities. Make the most of the experience.