

Helpful Tips to help you prepare for the upcoming Career Fair Event

Do be clean and professionally dressed.

Do bring your resume.

Do demonstrate a pleasant attitude. Offer a smile.

Do be assertive and approach the recruiter. **Do** give a firm handshake.

Do be confident. If you have the skills, believe in yourself.

Do maintain eye contact. Don't be afraid to look them in the eyes.

Do maintain good posture. Don't slouch or slump.

Do learn as much as you can about the company. Why? So when asked, "What do you know about us?" or "Why would you want to work for us?" you will know how to answer.

Don't chew gum or eat candy (get that breath mint finished before you approach the recruiter/representative).

Don't come unprepared.

Don't talk about salary and benefits, unless the company representative brings up the subject.

Don't touch or "play" with things on the display tables.

Don't take "favors" or "gifts" from company representatives, unless you talk to the representative about their organization. Be polite and only take one of offered favors or gifts.

Don't display a lack of manners or tact.

Tips in preparing your resume:

Review resume samples and select the best format for your circumstances.

Develop outline headings

Identify specific jobs that you are targeting.

Identify skills and abilities that are marketable for the targeted job.

Take your time. **Make** a draft copy. **Revise** and **improve**.

Be honest but sell. **Tell** the truth, attractively.

Check for grammar and spelling errors.

Use action words to develop phrases that explain your work experiences, skills, and abilities. Use present tense verbs for current job tasks and past tense verbs for previous experiences; use present tense verbs for current job tasks and past tense verbs for previous experiences.

A one page resume is appropriate, unless you have 20 years of experience. If your resume *is* more than one page, make sure your name is on every page.

Bold important points on the resume to focus attention to the area; do not underline.

Be consistent in your format choice or style.

Use quality 8½ X 11 paper leaving an appropriate amount of margin space. Appearance counts.

List your relevant and recent achievements such as: languages, computer skills, community services, clubs, research projects, lab projects, term papers, professional affiliations/memberships, presentations, etc.

When preparing your resume

Don't expect to write your resume in one work session.

Don't include information that may screen you out. In some cases, less is better.

Don't leave out relevant and recent volunteer work or other activities where you have developed skills.

Don't use abbreviation or terminology that the reader might not recognize.

Don't write statements that are too long or difficult to read.