

**12 WAYS  
TO BE  
SUCCESSFUL  
AT JOB FAIRS**

- 1. Dress and groom well to make a good impression on employer representatives.**
- 2. Find out what companies will be participating in the Job Fair. Get information about participating companies.**
- 3. Always act professionally. Avoid casual behavior with company recruiters. Be prepared to speak knowledgeably about the employers' industry.**
- 4. Know what you plan to say about your qualifications. Practice good job interviewing techniques.**
- 5. Use your time wisely. Visit the employers that you are most interested in first. Then explore employment opportunities with as many companies as you can.**
- 6. Keep a good supply of résumés. Bring an organizer to keep information ready and available.**
- 7. Attend free seminars or programs offered at the Job Fair.**
- 8. Never bring food or drinks to the recruiting tables.**
- 9. Take advantage of networking opportunities that exist at the Job Fair.**
- 10. Always get the correct spelling and pronunciation of the name of the employer's representative(s) and anyone else you are told to contact.**
- 11. Carefully write down and maintain follow-up instructions given by employers.**
- 12. Send "thank you" letters to company representatives for job leads or interviews.**



DEPARTMENT OF LABOR, LICENSING AND REGULATION

Martin O'Malley, Governor

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