# BEFORE THE CAREER FAIR

- Update your résumé
- Research the companies you want to speak with
- Prepare questions for recruiters
- Practice introducing yourself and shaking hands
  - Prepare a 30-40 second introduction of yourself (education, experience, goals)
- Participate in a mock interview with Career Transitions

### **SUPPLIES**

- Multiple copies of your résumé
- Professional organizer such as a portfolio
- Pen/pencil and paper to take notes
- **Business cards**
- Mints, water, and hand sanitizer (personal preference)

### WHAT TO WEAR

- Plan your outfit the day before
  - Clean, press clothes, and shine shoes
  - Keep accessories to a minimum
- Wear professional attire
  - Business suit or dress
  - Skirts below the knee
  - Dress shoes: Two inch pumps or lower
- Look your best
  - Consider a haircut, shave, and/or manicure
  - Facial hair: neat, trimmed, and clean
  - Nails: clean, not too long, limit to clear or neutral polish
  - Consider covering tattoos and removing any facial piercings
  - Makeup should be subtle—less is more
  - Wear minimal perfume, body spray, or cologne
  - Do not smoke or drink coffee prior to or during the fair

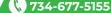
## **DURING THE FAIR**

- Arrive early, register/check-in, and relax
- Smile and maintain eye contact. Body language can be very telling.
- Ask the recruiters questions
- Take notes
- Be courteous and respectful
- Ask for each recruiter's business card

## **AFTER THE FAIR**

- Email a thank you email or note within 24 hours to each recruiter you met
- Review your notes and apply to applicable positions discussed with recruiters
- Evaluate what worked and what you can improve







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