**TIPS FOR ATTENDING A JOB FAIR**

**IDENTIFY COMPANIES AND DO RESEARCH**
♦ Identify the companies that are seeking hires with your major or the companies you are really interested in. If a company you are interested in is currently not hiring, talk to them anyway. They may be hiring in the future.
♦ Do research on that company. Links to all the companies attending UMUC job fairs can be found on the UMUC Career Service Web site (http://www.umuc.edu/careerservices/). Know their available positions, what they produce, and their available services.

**WHAT TO WEAR**
♦ The event is professional. It is recommended that you wear a conservative suit. Be sure your accessories are kept to a minimum, your shoes are polished, and refrain from wearing cologne or perfume (an employer might be allergic).

**NETWORK**
♦ You must think of the Job Fair as a way to network and make contacts within a company that could potentially lead to a job or internship.
♦ You will most likely not be offered a job on the spot, but you should treat each meeting as a preliminary or screening interview.

**ARRIVE AT VERY BEGINNING**
♦ Remember, “The early bird gets the worm”. Not many people are at the fair when it first starts so you will have the complete attention of the recruiter.
♦ Recruiters are likely to be less tired than they would be at the end of the fair.

**HAVE RESUMES/A PORTFOLIO IN A PROFESSIONAL NOTEBOOK**
♦ Depending on the number of companies you plan to visit, you should have at least 15-25 resumes prepared and printed on quality resume paper.
♦ Make sure your e-mail and contact information is up to date and listed on each page of your resume.
♦ Have a professional notebook so you can keep your resumes neat. You can also use that notebook to take notes and write down company contact information.
**What to Say**

- **If you are looking for a job:** Approach the company recruiter in a very friendly way and simply say "Hi, my name is ___________. My major is (was)_________. I graduate(d) in _______ from UMUC. I have done some research on your Web site and am interested in the__________ position at your company. I would like to tell you a little about my background.

- **If you are looking for an internship:** Approach the company recruiter in a very friendly way and simply say "Hi, my name is ___________. My major is ___________. I would like to talk with you about potential internship opportunities at your company or what qualities you look for in permanent hires. (Remember you are networking – they may not give you an internship now, but the relationship that you start to develop could lead to a permanent position when you graduate).

**Get Business Cards and E-mail Addresses, then Follow Up**

- You want to get the recruiter’s contact information so you can follow up with them, especially if they have positions available.
- If you get an e-mail address, send an e-mail to them thanking them for their time.
- Most companies will tell you to apply online; make sure to do this as close to the day of the fair as possible.