



SEPTEMBER 21 FROM 9:00AM - 1:00 PM

MISSION COLLEGE JOB FAIR

Do's & Don'ts

LOOKING FOR A JOB? THIS IS THE PERFECT OPPORTUNITY FOR YOU! HERE ARE A FEW TIPS TO HELP YOU STAND OUT FROM THE COMPETITION:

DO'S:

- Do** have a specific strategy for maximizing your time at the event. Determine the order of who you want to see first
- Do** bring enough copies of your resume to the fair
- Do** attempt to research basic information about each company you hope to interview with at the job fair
- Do** prepare a one minute "commercial" that focuses on the unique benefits you offer
- Do** have a few questions ready prepared for each recruiter
- Do** be assertive. Approach employers, extend your hand, and introduce yourself
- Do** ask recruiters for a business card and after speaking to them, jot down a few notes from the conversation on the back
- Do** follow up with each recruiter



DON'TS:

- Don't** just drop your resume on the recruiter's table and walk away
- Don't** ever say anything negative to the recruiter about your college or previous jobs
- Don't** forget to eliminate bad habits such as playing with your hair, chewing gum, etc.
- Don't** use filler words such as "um", "like", and "you know"
- Don't** waste the opportunity to network; not only with recruiters but also with fellow job seekers and other professionals
- Don't** be afraid or intimidated by the recruiter; they are there to do a job which is find potential candidates
- Don't** wear casual clothes! These are potential employers, so dress for the occasion

