Tips for Attending a Job Fair

Career Services at Franklin Pierce University
Located in the Lloyd and Helen Ament Astmann ’69 Career Center in New Hampshire Hall
40 University Drive, Rindge NH 03461

Do your homework.
Conduct research on local job fairs or virtual fairs in your field. Investigate the employers attending and check their websites for company and job information.

Bring your resume.
Bring copies of your resume to share with prospective employers. Make sure that is updated and error free. Consider different versions of your resume if there is more than one kind of industry represented that you are interested in. Bring a pen and portfolio to keep yourself organized and take notes. Consider bringing business cards.

Dress to impress.
Dress professionally for your field. Wear the same attire you would to a job interview. You want to make a great first impression. Aim for conservative and clean cut.

Practice ahead of time.
Be prepared to give a brief summary of your skills and experiences. Talk to recruiters at companies you are interested in to sell your strengths and ask about potential openings and their hiring process. Demonstrate your enthusiasm, professionalism and communication skills.

Be strategic.
Target those employers you are most interested in talking with first. Visit the others to browse later. Sign up for on-site interviews if they are offered. Participate in networking events at the fair if they are offered.

Ask Questions.
Prepare some key questions that demonstrate interest in the company. Inquire about new employee orientation and training programs, continuing education opportunities, company culture, and benefits.

Thank you.
Pick up business cards and makes notes after on employer that you talk to. Send follow up emails or thank you notes to recruiters.

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