Job Fair 101

Preparation

| Update your resume | Check out the employers attending ahead of time | Select potential employers and research their websites/mission statements |

Day of the Job Fair:
- Plenty of resume copies
- Personal business cards (if you have them)
- A pen and a pad of paper or portfolio
- Mints
- Dress appropriately, business casual if possible
- Remember to pick up a guide book and map out the employers you want to visit
- Get business cards or take down info of potential employers

What Not to do at a Job Fair
- Chew Gum
- Talk and text on your phone
- Visit the tables with a large group of friends,
  - You can arrive with friends, but go on your own to visit employers

After the Job Fair

| Follow up with contacts by email or phone | Thank them for their time and reconfirm your interest | Track your contact attempts (you can use a spreadsheet) |

Need help preparing your resume and introduction speech? Visit the Office of Student Employment to schedule an appointment! Or email: future@iupui.edu