



Union University Career Services

Job Fair Tips:

Secrets to a Successful Day

Job Fair Do's

- Dress in formal, professional business attire.
(**Men: Dark Pant Suit w/White or Light Shirt; Matching Tie; Shined Shoes**
Women: Dark or Camel Suit w/knee-length or long skirt; Natural Hose;
Pant Suit will work as long as it is conservative, business attire).)
- Arrive for 10-15 minutes early.
- Men be cleanly shaven and get a neat hair cut/trim.
- Women take an extra pair of flesh-tone pantyhose, especially if you wear a skirt.
- **Have fresh breath; NO GUM!!!**
- Take along a pen and paper for note taking.
- Greet the recruiter with a firm handshake, a smile and look into his/her eyes.
- Project a positive attitude and enthusiasm for the opportunity to speak with him/her.
- Be yourself and smile.
- Do not be in a hurry. Take the time to think before you speak.
- Be composed, but relaxed.
- Respond concisely, truthfully and in a friendly manner.
- Try to relax and use deep breathing techniques as a comforter.
- Always look at the recruiter when speaking.

Job Fair Don'ts

- Anything contrary to the list above would fall into the DON'T CATEGORY!

Job Fair Follow Up

- Use a good quality note paper and matching envelope.
- Handwritten notes are preferable unless your handwriting is illegible or sloppy. If so, type them.
- Unless you already know the person you are thanking, do not use their first name. Include the date.
- Keep the note short and friendly. This is a thank-you for what they did, not a hard-sell pitch for what you want. As appropriate, be specific about when you will next contact them.
- Sign the note using your first and last name. Avoid initials.
- Write and send your note within 24 hours.

Career Services

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