

# Job Seeker Tips for Success



Monday, October 30, 2017 - 10am-2pm

**Mystic Marriott Hotel & Spa**

[www.theday.com/jobfair](http://www.theday.com/jobfair)

1. Visit [www.theday.com/jobfair](http://www.theday.com/jobfair) by October 30, 2017 to pre-register for the Fall Job Fair.
2. Research the participating companies and types of positions they are offering so you have a clear idea of which businesses you would like to visit and which you do not.
3. Update your resume (*asking someone you trust to proofread it*) and bring multiple copies with you. You may also consider bringing a portfolio of your work with you, if you have one, if it is applicable for the field you are looking to enter.
4. Wear appropriate attire, usually business or business casual.
5. Develop a strategy – study the floor plan and determine the employers you want to meet.
6. Prepare for on-the-spot interviews, develop your elevator speech.
  - Your elevator speech tells the person you are giving it to (in 30 seconds or less) who you are, what makes you unique, and the benefits you can provide to the prospective employer. Your elevator speech can be a great response to the typical interview question, “tell me about yourself.”
  - Practice responses to typical interview questions.
  - Draft a few questions to ask the recruiters.
7. Stay organized – grab all materials you will need for the day of the night before.
8. Make a good first impression with each recruiter you meet.
  - Wait patiently to meet with each representative.
  - Greet each recruiter with a firm handshake, look them in the eye and smile.
9. Take the opportunity to network.
10. Take notes after each meeting so you can follow up with personalized thank you emails, especially for the employers who interest you most.

