

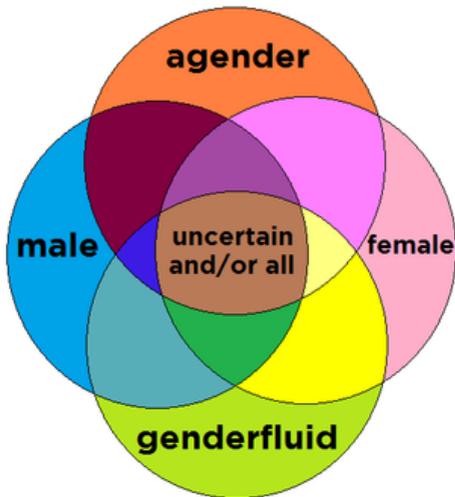
Mastering The Art Of

The Job Fair

Step 1: Dress the part



- Suit: Fitted, ironed, navy/blue/black or gray
- Tie: Conservative color, with Four-in-hand or Windsor knot
- Shoes: Should be shined, and match your belt, socks should match your suit color (break in your shoes, you will be standing for some time.)
- Accessories: Minimize cologne, choose a simple watch
Hair: Neat, purposeful, not distracting
- Minimize or cover tattoos and piercings



Your clothing should be professional, ironed, and fit your body. Choose conservative colors, wear polished shoes, and make sure your hair has purposeful style. Piercings and tattoos should be minimized or covered if possible.



- Skirt or Pantsuit: Fitted, ironed, navy/blue/black/gray. Avoid overpowering patterns and tuck in your blouse
- Hose: suggested if wearing a skirt
- Style choices: conservative clothing, jewelry, perfume, and makeup
- Shoes: Shined, closed toes shoes with low heels are recommended (you will be standing for some time)
- Hair: Neat, purposeful style, and pulled back if it will be distracting
- Minimize or cover tattoos and piercings

Step 2: Do your homework

- Use recruiter websites to learn more about the organization
- Check careers.unca.edu for more info about recruiters
- Check in with your personal network to see if someone you know works there, or could tell you more
- Read the job descriptions ahead of time
- Strategize which of the recruiters you want to visit first, and follow your plan

Step 3: Bring your resume

Tailor each copy to the position or organization you are interested in

Carry them in a padfolio or briefcase

Bring extra copies!

One page maximum

The Career Center offers FREE resume reviews, and printing!

Step 4: Prepare a 15 second commercial

Start with a good handshake and eye contact

Tell the recruiter about your major or specialization and a recent accomplishment

End with a call to action: a question or observation about the organization to encourage the recruiter to engage with you

Step 5:

Collect business cards! Jot down a note about the recruiter or position on the back and use it to send a follow-up email or note after the fair to thank them for their time and remind them about you.

Step 6:

Leave tobacco products at home, and plan out your route through the fair to make sure you see all the recruiters on your list!

Step 7:

Take care of yourself! Have a good meal and good night's rest before participating in the fair, and take breaks!