Six Job Fair Tips

1. Dress clean and neat (job search appropriate), go easy with makeup and cologne, and don’t smoke on the way to the event
2. Prepare a 30-second sales pitch about your education/training, skills and experience
3. Bring copies of your updated resume
4. Be respectful of the privacy of other candidates when approaching an employer
5. Use this opportunity to gather information re: career opportunities, skills needed, and contacts
6. Ask for employer business cards and follow-up on all leads. Send thank you notes and reiterate your interest in working for their company

Suggested Questions to Ask Employers

- I would like to know what types of positions (or internships) you have open now (or will have)
- What kinds of qualifications are you looking for?
- Do you have a preferred method for applying?
- Should I address my letter to someone in particular?

*The job fair is not the time to ask questions regarding salary and benefits! Save these questions for a more appropriate time, usually during the second interview.*
Career Tip:

In today’s job market, how can you differentiate yourself from the next candidate? Would you believe, the same way a company gets its latest sneaker or music player into your hands?

“If you are looking for a job, think of yourself as a product to be sold… for example, a box of cereal or a new service from a bank. Think of employers as buyers. You need a marketing plan to make the sale.”

Source: collegecentral.com

Tips For Filling Out a Job Application

- Ask for a spare copy when you pick up the application
- Answer every question. If a question doesn’t apply to you, write “not applicable”
- When the application asks what salary you expect, write “open” or “negotiable”
- Write as neatly as possible (no scribbles!) Printing is easier to read than cursive.
- State the ‘reason for leaving’ as truthfully as possible. If you were fired, write “please see me” or “will discuss.”
- Remember to proofread, sign and date the application

Resume Tip of the Month...

Do I Include References?

A recent survey asked college career counselors if students should include references when sending a resume. Most counselors advised students to send references only when requested. But when the same question was asked to employers, most recommended sending the references as part of a complete application packet. Our advice:

1. Choose professional references (work or education related) based on the position
2. Ask and receive permission to use them
3. Send references initially along with the cover letter and resume

Interview Tip of the Month...

“Okay, you’ve got one minute to convince me/us you’re the best candidate for the job.”

- Take 15 seconds explaining why you want to work for that company
- Take 15 seconds talking about your training, skills and experience
- Take 15 seconds showing that you’re a hard worker, dependable, etc.
- Take 15 seconds to explain that you’re a team player and can get along with practically anyone

Keep in mind you might have to back these up with examples!

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