* TIPS ON HOW TO PREPARE FOR A CAREER FAIR *

Philadelphia Not-for-Profit and Public Service Career Fair
Friday, February 26, 2016  1:00 - 4:00pm
Thomas Great Hall, Bryn Mawr College

BEFORE THE FAIR

- Review the list of organizations and available openings
- Prepare and practice a 30-second elevator pitch/introduction
- Prepare questions you can ask to organizations
- Bring copies of your resume
- Determine your professional attire. Business casual is acceptable. Contact your Career Center with any questions

DURING THE FAIR

- Consider the fair layout and map out a plan. Organizations will be arranged alphabetically
- Carry as little as possible (no coats or backpacks)
- Organize a list of employers you plan to visit and order their priority
- Practice your introduction with a few employers before approaching your top picks
- Speak with many employers. Remember, this is your chance to explore new opportunities you have not considered before
- Pick up employer literature. Ask for business card of each contact

AFTER THE FAIR

- Write thank you emails within 24 hours to the recruiters you met. Reiterate your interest and highlight something you learned.
- Keep record of your contacts
- If interested in applying for their positions, follow their directions on how to apply within timely manner