

Quick Tips

- Review the qualifications for the job.
- Be prepared to answer questions about yourself.
- Have identification and certifications with you.
- Be well groomed and suitably dressed.
- Focus on your ability or potential to do the job.

The Tri-County Community



EDUCATION

School(s): _____

Address: _____

Degree(s): _____

Years Attended: _____

COMPUTER SKILLS/SPECIAL TRAINING

REFERENCES (get permission before using names)

1) Name: _____

Company: _____

Address: _____

Phone: _____

2) Name: _____

Company: _____

Address: _____

Phone: _____

3) Name: _____

Company: _____

Address: _____

Phone: _____

Before the Job Fair:

- Research employers and industries.
- Prepare at least 25 copies of your résumé.
- Practice responding to interview questions.
- Develop a list of questions to ask employers.
- Plan to dress professionally.

During the Job Fair:

- Review the list of attendees or survey the room.
- Introduce yourself by using strong eye contact, a firm handshake, and a smile.
- Express your interest and use your knowledge of the company/industry.
- Ask for contact information and the next step.
- Take notes from employers.

After the Job Fair:

- Send thank-you notes to each recruiter you met.
- Write notes to anyone you networked with.
- Organize your contact information and notes.
- Follow up – if a recruiter wants you to check back in a week, don't forget.

General Job Fair Tips:

- Go alone. Children and friends might distract you or the recruiter.
- Relax. Speak slowly and confidently about your skills and interests.
- Be polite and professional at all times. You make your first impression as soon as you walk in the door.

Sources: [Quintcareers](#), [CareerInfoNet](#), [WorkSmartCA](#)

The Conference Center &
Inn at Clemson University

230 Madren Center Drive

March 22, 2012
10 a.m. to 2 p.m.



hosted by:

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AND JOB SEEKERS TOGETHER
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An Equal Opportunity Employer/Program. Auxiliary aids and services available upon request to individuals with



Tri-County Community

Job Fair

Pocket
Résumé



Find more job seeker tips at worklink.scworks.org

How to Prepare for the Job Fair

Complete a JobReady workshop at one of the SC Works Centers or partner locations to gain early admittance to the Job Fair.

Anderson SC Works Center February 28
309 W. Whitner Street March 7
Anderson, SC, 29622 March 14
(864) 226-6273 TTY (711)

Seneca SC Works Center February 27
11091 N. Radio Station Road March 5
Seneca, SC 29679 March 12
(864) 882-5638 TTY (711)

Liberty SC Works Center March 1
317 Summit Drive March 8
Liberty, SC 29657 March 15
(864) 843-9512 TTY (711)

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WORKLINK
ANDERSON-OCONEE-PICKENS

How to Dress for the Job Fair

First impressions matter, so consider the following tips when deciding what to wear to the job fair.

- **Wear interview attire if possible.** For instance, khaki pants and a button-down shirt or blouse would be appropriate attire.
- **Wear comfortable shoes.** Navigating a job fair involves a good deal of walking and standing.
- **Attempt to cover all tattoos and body piercings.** You'll want the focus to be on your skills and experiences.
- **Use minimal cologne or perfume.** Your first impression should be a firm handshake, not your strong cologne.

How to Create Your Résumé

As you meet recruiters at the job fair, you'll want to leave a copy of your résumé so they have your contact information and a one-page summary of your work experience. These tips can help you create a résumé that is concise, compelling, and complete.

- List your name and contact information where it is easy to find
- Include a career objective or a summary statement
- Chronicle your education and work experience
- Focus on your skills, particularly those that relate to your desired job
- List any certifications or licenses that relate to your desired job
- Proofread your résumé before handing it to a recruiter

How to Complete an Application

You may be asked to fill out an application during the job fair. Knowing what information you'll need can help you complete the application error-free and increase your chances for an interview. Complete the pocket résumé to have this information handy.

- **Personal information:** name, address, phone number, eligibility to work
- **Education:** schools/colleges attended, major, degree/diploma/certificate
- **Work Data:** job title you are applying for, availability to work, start date
- **Experience:** names, addresses and phone numbers of previous employers, supervisors' names, dates of employment, salary, reason for leaving
- **References:** name, job title, relationship, address, phone number of references

Name : _____

Address: _____

Phone Number: _____

E-mail Address: _____

WORK HISTORY (current/recent employment first)

1)Employer: _____

Address: _____

Job Title: _____

Dates: _____

2)Employer: _____

Address: _____

Job Title: _____

Dates: _____

3)Employer: _____

Address: _____

Job Title: _____

Dates: _____

4)Employer: _____

Address: _____

Job Title: _____

Dates: _____