

Job Fair Tips

The Career Education Department

On Thursday March 8th, 2012, the TRU Career Education Department will host the annual Job Fair for TRU students and grads seeking summer, part-time and full-time employment. It will take place at TRU in the Campus Activity Centre Grand Hall from 10am-3pm.

To maximize your success at the job fair there are a number of steps you should follow. Here are some tips:

BEFORE THE FAIR:

1. The Career Education Department's Job Fair webpage has a list of participating organizations that is always being updated when more employers confirm. Visit the organizations' websites, find out what they do, where they are located, what their philosophy and values are and so on. You'll make a much better impression if you can demonstrate that you've researched the company.
2. Develop a short list of companies that you would like to target at the job fair. This will allow you to use your time wisely.
3. Make sure you understand the skills and qualifications you have to offer and employer.
4. If you intend to apply for a job, customize your resume to the position and the company. On your resume make sure you include: your work experience, educational credentials, extracurricular activities, awards and honours, and references. Be sure to include a daytime phone number and email address.
5. Try to anticipate questions that employers may ask you. You may review potential questions on our website - www.tru.ca/careereducation
6. Put together a list of questions you want to ask.

DURING THE FAIR:

1. Make a good first impression. You should look and act professionally when meeting recruiters. If possible, dress in business attire and ensure that you are well groomed. Offer a firm, friendly handshake and be sure to make eye contact to establish rapport. Smile.
2. Bring a portfolio or folder to carry your materials. (Something that zips up is great so you don't lose any papers)
3. When speaking with recruiters, ask for their business card.

AFTER THE FAIR:

Follow up with recruiters after the job fair. Use the business cards you collected during the fair, and send them a quick email letting them know that you appreciated the opportunity to talk with them. You can mention what you learned during your conversation, what excites you about their company, etc.



THOMPSON RIVERS
UNIVERSITY

Career Education Department

For More Information:

Visit the Career Education Department, OM 1712

Phone: 250.371.5627

E-mail: careereducation@tru.ca

www.tru.ca/careereducation