1. **Prepare.** Seek assistance from Career Planning on interviewing, developing resumes, and how to dress for success. Submit resume to Career Planning for recruiters to view prior to the fair and bring copies to fair.

2. **Research.** View the list of the schools and companies attending the fair and do some research on the ones you want to interview with.

3. **Resumes.** Bring lots of resumes to the fair -- at least two for each company for which you have an interest.

4. **Portfolios.** More and more career experts are emphasizing the importance of career portfolios. These portfolios should include copies of your resumes, a list of references, and samples of your best work. While most career fair interviews are fairly short, there may be opportunities for discussing your portfolio with a recruiter -- either over a short break or meal or during a second interview on-site.

5. **Attire.** Conservative business attire is essential. Image and first impressions are critical. It is always better to be overdressed than underdressed.

6. **Strategy.** You need to devise a strategy or plan of attack for the fair. You've already done the first step by researching the companies you are interested in. The second step is seeing if any new companies have registered when you arrive at the fair. The third step is surveying the layout of the fair and determining an order of interviewing.

7. **Interviewing.** You may only have two to five minutes to market yourself and protect yourself from being screened out, thus you need to make the most of your time. Many experts suggest that you develop a one-minute "commercial" that highlights the key benefits that you can offer the organization -- and then use it at the beginning of the interview. Also remember the three keys to all interviews: make eye contact, offer a firm handshake, and show enthusiasm. You should also prepare answers to interview questions just as you would any employment interview. The most common question you will face is something along the lines of "what are you here for today?" Seems like an easy question to answer, especially if you've done your homework and can tailor your answer to your interests and the company's interests, thereby marketing yourself. Make sure you also have some questions ready to ask the interviewer. A great concluding question for you to ask is, "What do I need to do to obtain a second interview with your firm?" Finally, make sure to avoid poor communication bad habits, such as fidgeting, rocking, chewing gum, etc.

8. **Intangibles.** There are several other things you can do to help make your career fair experience a success. First, don't waste your time interviewing with companies you have no desire to work for; do make sure to interview with all the companies you do want to work for. Second, if you did not prepare for a company you want to interview for, try eavesdropping on several of the interviews ahead of you so you can better prepare; do also try to get some company literature from the booth before getting in line so you can read about the company while waiting; don't just stand in line doing nothing.

9. **Networking.** Career fairs are all about networking. Of course, you are building a network with the recruiters. However, you can also network with your fellow job-seekers in terms of sharing information.

10. **Follow-up.** Don't take the order of this key to mean it to be the least important; in fact, some would say it is one of the most important. Thus when you do it, you will get an edge over the many others who do not. There are two main methods of follow-up. Some experts suggest actually calling the recruiter the evening of the fair and leaving a voicemail message thanking the recruiter again for his/her time that day. A more concrete and traditional method is to write a thank you note and mail it the next day to the address on the recruiter's business card. In the letter, thank them for their time, restate your interest and qualifications for the position, reiterate your interest in a second interview, and make a promise to follow-up the letter with a phone call.