ARE YOU READY
For The Job Fair Or Employer Showcase?

MEN
1. Business suit in a conservative color such as navy blue, gray or black.
2. Pressed white dress shirt with an undershirt makes the best impression.
3. Tie with a simple pattern.
4. Shined shoes and matching leather belt.
5. Socks that cover your leg and are as dark as your pants.

WOMEN
1. Business suit in a conservative color such as navy blue, gray or black.
2. White or light colored shell or blouse.
3. Polished closed-toed shoes and skin-toned stockings.
4. If wearing a suit skirt, it should be knee length.
5. Keep makeup and accessories conservative.

Dress To Impress

One-Minute Infomercial

Prepare a one-minute script about yourself

EXAMPLE: “Hello, my name is Jane Smith. I am a senior majoring in Advertising/Public Relations. Last summer I completed an internship in the Advertising division of Frito Lay. I am interested in broadening my experience and I read that your company is embarking on a new advertising campaign for the next quarter.”

DO YOUR RESEARCH!

Companies expect you to have taken the time to learn more about what they do and the types of positions they offer.

Career Services
Bldg. 2, Room 1100
(904) 620-2955
CareerWings@unf.edu
Post Fair Strategies for Follow Up

⇒ Make notes on the business cards
⇒ Follow up with phone calls
⇒ Check out Career Wings
⇒ Send thank you notes

Thank You Notes

⇒ Send to every person of interest that you met
⇒ Demonstrate professional etiquette
⇒ Reiterate your interest in the company or position [if applicable]
⇒ Send within 24 hours of meeting
⇒ Tailor your thank you note to the conversation you had with the employer
⇒ Note may be emailed or handwritten