

# STAND OUT AT A JOB FAIR

## ***Looking for ways to stand out at a job fair? Here are some insider tips from The Royal's human resources team.***

Prepare and update your resume and bring sufficient copies for the participant employers.  
*(See our resume tip sheet for more information.)*

Take time to learn about the organization ahead of time. This will help you ask smarter questions (and answer them, when asked).

Prepare and practice a 20-30 second “elevator pitch” to introduce yourself. It should include relevant work/volunteer experience, skills, abilities and accomplishments, and 3–5 key selling points.

Meeting an employer at a job fair is like a mini-interview, it's a good idea to prepare yourself in this way. Make sure you're ready to answer questions such as: Why would you like to work at our organization? (See our job interview tip sheet for more information.)

Prepare a few questions to ask the potential employer such as: What does a typical day of a [job title] look like? What do you like most about working in your organization? *(Pro tip: ask questions based on information you learned about the organization on their website.)*

Dress professionally and make sure your phone is turned off, just like you would in a job interview.

Introduce yourself with a smile and give a firm handshake (but only if a hand is extended to you first). Be courteous and express your appreciation to the recruiter for meeting with you.

Don't forget to offer a copy of your resume and collect contact information of the employers you meet.

Afterwards, follow any instructions the recruiter shared with you (i.e. submit a work sample or online application). Take the time to send a thank-you note if you had a short interview during the job fair.