

Do have a specific strategy for maximizing your time at the event. And **don't** bother spending time with recruiters from companies that do not interest you.

Don't use filler words such as "um", "like", "you know."

Do be prepared to talk about your work experiences, skills, and abilities.

Don't forget to eliminate such bad habits as playing with your hair, chewing gum, fidgeting, rocking from side-to-side, acting distracted, rubbing your nose, etc.

Don't ever say anything negative to the recruiter about your college or previous jobs, companies, or supervisors.

Do be sure to follow-up with each recruiter. Some experts say to call and leave a message on their voicemail right after the job fair, but at a minimum you should send each recruiter a thank you letter.

Don't be afraid or intimidated by the recruiter; he or she is there to do a job -- to meet and screen potential candidates.

Do's and Don'ts

Don't ever just walk up to a booth and interrupt a current conversation; wait your turn and be polite.

Do say the recruiter's name several times during your conversation, even if you have to keep glancing at the recruiter's nametag. And **do** get a business card (or at least contact information) from each recruiter.

Don't just drop your resume on the recruiter's table and walk off.

Don't eliminate companies because they are recruiting for positions outside your field; take the time to network with the recruiter and get the name of a hiring manager for your particular career field.

Do have a few questions prepared for each recruiter. **Don't** ask questions that any good job-seeker should already.

Do remember all the keys to successful interviewing, including a firm handshake, a warm smile, eye contact, and a strong voice.