

# LOUISIANA JOB FAIRS

## Tips for Job Seekers

### Before the Job Fair

- **Get a guest list.** Find out what companies will be participating. You can do this by contacting the job fair organizers, Louisiana Business Leadership Network [www.lbln.org](http://www.lbln.org). Once you have the list, highlight the companies that are of interest to you.
- **Do your research.** Research the companies that will be attending the job fair. Look at their websites to find out what they do and what types of jobs they have.
- **Get your job searching tools together.** Pick up a blank employment application at any place of business to take home with you. Fill it out neatly and make sure to leave no blank spots. If you do have blank spots, write N/A. Use this copy as a “help sheet” when writing your resume and reference list (3-5 people employers contact to find out if you would make a good employee; make sure you list their names, address, and telephone number). Make sure you type your resume and reference list in black ink on separate sheets of white or neutral colored paper; do not include your reference list on your resume. *\*Make sure all information is correct, current, and that there are no misspelled words or grammatical errors.*
- **Practice, practice, practice.** Get together with a family member or friend and practice answering typical interview questions such as “tell me about yourself,” or “what kind of position are you looking for?” Additionally, develop a list of questions you want to ask each company. *\*Do not mention your disability or limitations. Focus on your abilities, what you can do - not what you can't do!*

### During the Job Fair

- **Dress the part.** This is your chance to make a great first impression. Dress conservatively (a navy, gray, or black suit/pants/skirt with a white dress shirt, matching dress shoes; men wear a neck tie and woman wear nude panty hose). Do not wear jeans, shorts, t-shirts, a lot of jewelry, bright heavy makeup or perfume/cologne. Make sure you are well-groomed and carry your materials in a professional folder.
- **Don't forget your supplies.** Make sure to bring several copies of your resume and reference list. Be sure to have an erasable blue or black ink pen to fill out applications (use your “help sheet” employment application that you completed earlier as a guide when filling them out). Also, bring some blank sheets of paper in case you need to write any information down and bring your list of questions that you may want to ask the employer.
- **Be confident.** Make sure to see all the companies that interest you, make eye contact and introduce yourself with a firm handshake. Find out what the company does and what types of jobs they offer. If you are interested, find out how to apply and give them a copy of your resume. *\*Do not give them your reference list unless they ask you for it.* If they ask you to fill out an application, do so somewhere else (not in front of them at their booth) by using your “help sheet”, then turn it in when completed correctly.
- **Get contact information.** Whatever you do, don't leave a company's booth without getting a business card and company brochure.

### After the Job Fair

- **Follow up.** Using the business cards you collected, write letters to that contact person who you met at the job fair. Thank them for taking the time to speak with you and tell them that you are interested in finding out more about any potential job openings with their company. You can also call them in the future to learn about more opportunities.

