

How to talk to a job-fair recruiter

At a job fair or a company open house, you could meet dozens of recruiters, all in one day, all in one place. Here's how to get started... 1 Walk up to the employer's table or booth. Make eye contact with the recruiter, smile, and say hello. 2 Offer your handshake and introduce yourself. 3 Deliver your 15-second "sales pitch" ★ Mention your occupation or the job you want ★ Give your experience, skills, and accomplishments ★ Explain what makes you different 4 Ask about the career opportunities for your occupation at that company. 5 Answer the recruiter's questions and ask a few follow-up questions of your own. 6 Tell the recruiter that you would like to apply for a position. Recruiter Offer the recruiter a copy of your resume. 8 Ask how you can schedule a private job interview. Ask for the recruiter's business card. 10 Thank the recruiter, smile, and offer your handshake. When you get home, send the recruiter a thank-you note. Her email address is on her business card.

by Harry Dahlstrom

Harry Dahlstrom.com

author of *Turn a Job Fair into a Job Offer*Print · iPad · Kindle · Nook · © Harry Dahlstrom