

# SYEP

## Mayor Vincent C. Gray's **One City** Summer Youth Employment Program



### How to *Network* at a Job Fair



#### **Present yourself well.**

Let the employer know how serious you are. Greet them with a firm handshake and maintain eye contact throughout your conversation. Show that you are interested in what they have to say. Demonstrate that you have good manners by saying “sir” or “ma’am”. No matter what job you are looking for, every employer appreciates someone who is sharp, attentive, and polite.



#### **Be friendly and articulate.**

As soon as you make initial contact, everything about you—your words, your facial expressions, and your body language—should communicate positivity. Show that you have an interest in the position, company, and industry. Use facial expressions and other non-verbal cues such as smiling, head nods, and inquisitive glances to show that you are listening to what the employer is saying. Be professional at all times. Speak clearly and avoid using any slang or words such as “umm” or “yeah”. You want the prospective employer to know that you are intelligent and articulate.



#### **Take your time when talking to employers.**

Don't just drop off a resume and move to the next booth. Take your time to ask questions, get additional information, and make a lasting impression. When in front of the employer, be sure to take notes. You'll be talking to a lot of people and it will be hard to remember everything so take time to write it down. Try to avoid approaching employers when they are crowded by a large group of job seekers. Approaching a crowded booth makes it difficult for employers to answer your individual questions and they are less likely to remember you when they return to their offices.



#### **Follow-up after the event is over.**

You've attended the career fair, made connections, left your resume, and made a great first impression. Now is the time to show the employer how interested you are in that position. Within a couple of days of the event, send a “thank you” email or note. This will ensure that the employer remembers you and makes another good impression. Sending a “thank you” email or note is a professional gesture that shows your interest and maintains an open line of communication with the employer.

*For more information,  
visit these links:*



<http://www.foxnews.com/story/0,2933,344490,00.html#ixzz1qtjLaLI>  
[http://www.employmentguide.com/careeradvice/Job\\_Fair\\_Advice.html](http://www.employmentguide.com/careeradvice/Job_Fair_Advice.html)  
[http://www.nationalcareerairs.com/advice/focus\\_on\\_follow\\_up/](http://www.nationalcareerairs.com/advice/focus_on_follow_up/)

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Government of the District of Columbia  
Vincent C. Gray, Mayor

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