

Prepare for the Job Fair

Prepared for IBL Events by
Stackrock Talent and Amberland Consulting



Know what you are looking for

Dial in on what type of job and work environment you want.

- What do you think a great company culture looks like?
- Is being part of a team where you thrive or do you prefer to work independently?
- What industries do you want to work in?
- Is working for a mission driven company with core values important to you?
- Are you interested in leading teams or projects?



Prioritize your company list

Make a prioritized list of the companies you want to connect with.

- Has positions that match your job preferences and interests
- Represents the industries you are interested in
- Have core values that are aligned with yours
- Are companies you want to learn more about



Research the companies

Research the companies to find the best fit for your job interests.

- Company website and social media accounts are a great place to learn about the company's product, goals, and types of job openings
- Talk to present or past employees of the company to get an insider's perspective
- Read employee reviews on job sites such as Glassdoor and Indeed to learn more about the company's employee experience



Practice your elevator pitch

Explains who you are and is your opportunity to make a great first impression.

- Include a summary of your skills and experiences
- Share what your career goals and interests are
- Take into consideration what would be of interest to your prioritized companies
- To develop your confidence practice, practice, and practice your elevator pitch
- Keep it short and concise

Prepare Your Resume

Think of your resume as a digital first impression. Here are 7 key tips for a great resume to catch the attention of your target employer:

-  **Keep your format simple and easy to read**
An employer only spends an average of 6 seconds reviewing your resume
-  **Highlight relevant details & experience at the top**

-  **Use quantifiable examples of your work** *"Increased sales volume by 62% in first three months."*
-  **Tailor your resume for each specific job**

-  **Use the keywords in the job description**
Copy the job description in a word cloud creator to see what words to use
-  **Use action words when describing your experience**
Spearheaded...Achieved...Exceeded...Established...Sparked...Accelerated
-  **Proofread! Correct any spelling or grammar errors**
Misspelled words is one of the most common reasons a resume is rejected

Tracy Smith

Summary

Skills

Professional History

●

●

●

●

Education

Awards & Accolades
