

# 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.*

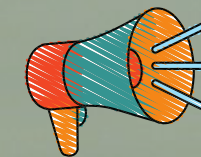
- Has positions that match your job preferences and interests
- Represents the industries you are interested in
- Have core values that are aligned with yours
- Are companies you want to learn more about



## 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

---

---