



JOB FAIR PREPARATION WORKSHEETS

Choose the right fit

Check www.work-now.ca and decide ahead of time which companies you will speak with at the job fair.

After reading about each company who will be attending, choose which companies you want to network with at the Job Fair. Order/prioritize the companies below.

Company and Job Title

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

Research and Apply

Many companies will ask for applicants to apply online. Go to each company’s website and apply through their website before attending the Job Fair. This demonstrates genuine interest and helps you stand out.

Company Name:

Position Title:

Applied Online: _____ (date)
No Application Available Online

Company Research:

Why are you interested in working for this company?

Demonstrate You are a Good Fit for the Job.

Use the chart below to check your resume against the qualifications, skills, and experience listed in the job posting.

The skills, qualifications and experience they want	My related skills, qualifications and experience

Use this information to tailor your resume and customize your pitch.

Customize Your Pitch for the Job Fair

Create a customized “pitch” for each company you plan to speak with at the Job Fair.

Practice your customized pitches

Utilizing the skills and experiences you listed above, draft your customized pitch below:
(Note: the template below is one of many possible outlines and can be rearranged depending on your style. Be sure to make it your own and practice, practice, practice so it becomes easier to say and sounds less rehearsed.)

A quick intro (your name, relevant schooling/experience, relevant certifications):

Plans for the future (“I’m interested in a career in...”):

Steps you’ve taken to get there (“I have experience in . . .” or “I have education or training in . . .” etc.):

How the company/position fits into your plan and benefits the employer (“I’d like to work for your company because... I can contribute through...” or “I am interested in this specific position because..., and my experience...”):

My Customized Pitch:

At the end of your pitch be ready to ask questions based on your research into the company and what you genuinely want to find out (ex. What does the hiring process look like at your company? What do you like most about working for the company? What does a typical day look like for this role? I noticed your website mentions. . . can you tell me more about that? Etc.).

Questions to Ask:

Be prepared to answer questions about your resume and experiences, and why you are interested in the position/company.

At the end of your conversation, shake hands again and thank the recruiter for talking with you.

Try to obtain a business card so you can follow up with a thank you email to reiterate your interest.

Following up with companies you meet at the Job Fair demonstrates professionalism and sincere interest.

Keep yourself organized with these handy follow-up cards that detail who you spoke with, and a space for you to write any notes you want to include in the follow up email.

Follow Up

Company Name: _____

Contact Name: _____

Contact Title: _____

My Next Steps (e.g., send references, email resume, etc.):

Thank email sent on _____ **(date)**

Business card received and attached/filed