Tips to get the most from visiting a Career Fair

A career fair is not just about finding immediate opportunities. It is also a chance to explore industries, build your professional network, gain career insights, and leave a positive impression on potential employers and education providers. Good preparation can significantly increase the value you gain from the event.

1. Set Clear Goals Before Attending

Ask yourself:

- Am I looking for a job, internship, traineeship, or further studies?
- Which industries or companies am I most interested in?
- What do I want to learn from employers or educational institutions?

Having clear goals will help you prioritise which booths to visit and make better use of your time.

2. Research Participating Organisations

Before the event:

- Review the list of employers and education providers
- Shortlist 5 to 10 organisations you would like to speak with
- Read about their business, culture, and available opportunities
- Prepare questions that demonstrate your interest

Examples:

- What qualities do you look for in fresh graduates?
- What are the career progression opportunities in your organisation?
- What skills are most in demand for this role?

3. Prepare a Short Self-Introduction (Elevator Speech)

Be ready with a 30-second introduction.

Example:

"Hi, my name is John Tan. I'm currently studying Diploma in Mechanical Engineering at Singapore Polytechnic. I'm interested in manufacturing and automation and would like to learn more about internship and graduate opportunities within your organisation."

4. Update Your Resume and LinkedIn Profile

Before the fair:

- Bring digital and/or printed copies of your resume
- Highlight relevant skills, projects, internships, and achievements
- Ensure there are no spelling or formatting errors

For alumni, update your resume with your latest work experience and professional certifications.

5. Dress Professionally

First impressions matter.

- Business casual attire is generally appropriate
- Ensure your appearance is neat and professional
- Wear comfortable shoes as you may be standing and walking for extended periods

6. Engage Recruiters Confidently

When approaching a booth:

- Introduce yourself politely
- Maintain eye contact and smile
- Ask thoughtful questions
- Listen actively to the recruiter's responses

Remember, recruiters meet many attendees. Being enthusiastic and professional helps you stand out.

7. Showcase Your Skills and Experiences

Be prepared to talk about:

- School projects
- Internships
- Part-time jobs
- Volunteer work
- Leadership experiences
- Relevant technical and transferable skills

Use specific examples to demonstrate your abilities.

8. Keep an Open Mind

While you may have target organisations in mind:

- Explore industries you may not have considered
- Attend talks or workshops if available
- Learn about emerging sectors and new career pathways

You may discover opportunities that align with your interests and strengths.

9. Network Effectively

Career fairs are not just for job applications.

- Connect with employers, educators, and fellow attendees
- Exchange LinkedIn profiles where appropriate
- Build professional relationships that may benefit you in the future

10. Follow Up After the Event

Within a few days:

- Connect with recruiters on LinkedIn
- Send a brief thank-you message if appropriate
- Apply promptly for roles that interest you
- Reflect on what you learned and identify any skills you may need to develop (skills gap)

Quick Checklist Before You Go ✅

☐ Research participating organisations

☐ Update your resume

☐ Prepare a 30-second self-introduction

☐ Prepare 3 to 5 questions for employers

☐ Dress professionally

☐ Bring a notebook or mobile device for notes

☐ Ensure your phone is fully charged

☐ Keep an open mind and network actively