

Each year public health employers attend career fairs (including the Public Health Marketplace at Hopkins Bloomberg School of Public Health) in an effort to attract top talent to their organizations. Below are some tips to assist you in preparing for a career fair.

Be sure to:

- Arrive early
- Dress appropriately
- When possible know the interviewer's name: pronunciation, spelling, and title (Mr., Miss, Ms., Mrs., Dr.)
- Extend warm greeting and firm handshake
- Maintain good eye contact
- Show enthusiasm and zeal
- Display knowledge of the company, industry, position, interviewer, and job location
- Be prepared to answer and ask questions
- Turn off cell phones and pagers

Ensure that you have:

- Briefcase or portfolio
- A note pad
- Pens
- Several resumes
- Several reference sheets
- Letters of recommendation
- Educational transcripts
- Work samples (where applicable)
- Business Cards
- Toothbrush and dental floss if you are attending a career fair after lunch
- For Women: Extra hosiery and if you carry a briefcase leave the purse behind to keep your hands free

Remember to:

- Obtain the representative's business card
- Leave your resume/CV with the representative
- **Follow-up after the career fair with a thank you letter**
- Make the most of the day

HOW TO INTRODUCE YOURSELF AT A CAREER FAIR

How you initiate a conversation with an employer representative is important. The first words you speak make a big impression on a potential employer. When you meet a representative at a career fair you should greet them with a smile, firm handshake and introduce yourself using the below format or a similar format:

