

Official Guide to the “Let’s Get to Work” Job Fair

No experience? No problem! Awesome employers in Billings are ready to take a chance on you. At this event, you’ll get to hear from industry professionals about what they do, how they do it, and how they got their start. More importantly, you’ll find out how you can get on the career path you choose so that you can build the lifestyle you want. Be prepared to sell yourself with confidence & make a great first impression with these tips!

1. Know who will be at the job fair ahead of time

Do your research by going to the employers’ career site. Read their mission, vision, people, values, etc. If you are interested in the organization or the industry, make sure to introduce yourself and tell them what you appreciate about their organization and what you can offer them.

2. Know what you can offer the employer and prepare a 30 second infomercial

Use the following examples to craft your own introduction to let employers know what you can offer. You will be more confident when you are prepared!

Example of what you can offer	Example of what the employer wants
<p>Job - I’ve been working as a Sandwich Artist at Subway for 6 months. I always greet customers with a smile and listen to what they want so I can get their orders right and make them happy. I love seeing regular customers and being able to guess what they want before they even tell me. I work well with my coworkers and supervisors to make sure we have everything stocked and keep our store clean and presentable. I have a great manager who’s taught me a lot. I love learning new things and appreciate it when people have the patience to show me better ways to do something.</p>	<p>Responsibilities Include:</p> <ol style="list-style-type: none"> 1. Greet and assist a wide range of customers in person and on the phone 2. Understand and document each customer's needs 3. Support managers and coworkers on various tasks as assigned 4. Display and maintain top notch customer service always <p>Requirements Include:</p> <ol style="list-style-type: none"> 1. Willingness to consistently learn, grow, and improve skills 2. Willingness to work well with others 3. Ability to communicate professionally with staff and customers in a courteous and polite manner 4. Must be able to work weekends
<p>Babysitting - I started babysitting my brothers and sisters since I was in 6th grade. We would watch movies, play games, and read together. I make sure they are safe when they play. I prepare their dinners and help them get ready for bed at a reasonable hour. My parents can trust me with these responsibilities.</p>	
<p>Volunteering - I’m a volunteer at Wise Wonders Children’s Museum. I organize STEM activities for groups of children visitors. I take instructions from managers and staff to help visitors learn about STEM subjects through fun exhibitions and games.</p>	
<p>Sports - I’ve been in track and field for 2 years. My coach is amazing, and I love training with my teammates. To qualify for competitions, I’ve never missed any practices. I placed 3rd in Billings and 8th in state this last season.</p>	
<p>Dual Enrollment Credits - Because I’m considering a career in the medical field, I’m taking Intro to OR at the Career Center and a dual credit class at MSUB in Medical Terminology. Though I don’t know what exactly I want to do in the medical field yet, these classes help me understand what options are out there.</p>	

3. Ask questions and take notes

Do take notes when employers spend time giving you insights about their organization and industry.

4. Ask the representative for his/her card for following up

Following up is BIG! It’s a sign of professionalism and respect. These employers are invested in your future. Ask for their cards and follow up with an email after the job fair. Here’s an email template:

Hi XXX,

My name is XXX. Thank you for your time telling me about XXX company and XXX industry. I’m very interested in XXX position after learning more about it at the job fair. I think I’m a perfect fit because XXX. Please find my resume in the attachment. I appreciate your consideration and look forward to hearing from you.

Sign Your Name

5. Dress for the job you want - Consider any opportunity to talk to an employer an official interview.

Enjoy the fair and your interaction with employers. Let your positive attitude show!