

Tips for Preparing for a Virtual Career Fair



UPDATE YOUR RESUME

Your resume should be clean, concise and up to date. Have a digital copy ready to submit online to recruiters and hiring managers. Make sure to have your resume in PDF form to avoid any digital re-formatting issues.



RESEARCH EMPLOYERS

Before the Virtual Career Fair, look at the list of employers and select the companies that interest you. Research these companies thoroughly through Career Fair Plus, LinkedIn, and company websites.



CREATE A CALENDAR REMINDER

Prepare an introduction /Cover Letter regarding your education, skills, and future aspirations. Have a digital copy available to attach to your resume.



PROFESSIONAL DRESS AND SETTING

Even though you will not be traveling to meet employers, dress appropriately, and look well-groomed for a video interview. Remember that your location should be distraction-free with a professional and uncluttered background.



THANK YOU NOTES

Send thank you emails to all individuals that you made contact with. Sending such a letter automatically makes you stand out among candidates. So, don't underestimate the value of this small bit of additional work.

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