

# Virtual Career Fair Tips

## Before the Fair

1. Register early to get familiar with the site and get updates on new employer registrations.  
*Note: When you create your FREE Virtual Career Fair account, please do NOT use your CCU password.*
2. Update and Upload your resume: Keep it concise, easy to skim with keywords, skills and demonstrated results that reflect the important keywords for the type of jobs you are seeking.
3. Research the companies and their jobs. Develop insightful questions about the company, the position, and the team that show that you've done your homework!
4. Practice your SHORT introduction in writing and verbally, keeping the employer needs in mind: *Hi, my name is Chauncey Chanticleer. I am a May 2020 Communication graduate with a minor in Marketing. I am very interested in your sales professional entry level position.*
5. *If they follow up by asking you to tell them about yourself, work in your top qualifications for the job: In addition to my academic training in communication and social media, I bring successful retail sales experience and strong student leadership skills as an orientation leader.* The strategy is to mention 2-3 key skills and qualities for the job and identify briefly how you successfully demonstrated that skill or quality. Remember, this is just a short introduction to get the conversation going, and you can elaborate on those experiences later in the conversation.
6. Be ready for interview questions and have some good questions to ask in the chats!
7. Most virtual fairs will have helpful tips and instructions on how to use their site. REVIEW this!
8. Have your tech ready: if possible, use your laptop or desktop—they work better for most job fair platforms. Not all features may be available on mobile platforms. Make sure your connections are good and check out all your equipment ahead of time.
9. Set a calendar reminder for the fair start time—it's easy to forget things out of your routine when you are working from you! Don't want to miss this!

## On the Day of the Fair

1. Dress professionally—even though this is virtual, you are still making an impression! **You might be asked to participate in a video chat one on one with a recruiter.** Avoid prints or patterns that are too busy.
2. Check out the fair schedule for online employer chats and presentations to make sure there were no last minute changes or additions.
3. Use your best professional language (not jargon or text slang) in written and video communications. Take time to review your text chat before you hit send!
4. Have your documents ready to share with employers who may request them: references list, additional resume, portfolio links, etc.
5. Have your environment ready: Quiet area with a nice background (avoid anything too busy or controversial). Avoid sitting with a window behind you. Remember to mute your mic when you enter any group video meetings or live online presentations.
6. In video mode, direct your eyes to the camera, not the screen.
7. Be open to exploring employers and possibilities! Many entry level jobs do not require a specific major, as many recruiters report that they are seeking candidates with particular skills, knowledge, or abilities instead.
8. Send thank you notes to the employers that you connected with, and follow up with additional information that they may request promptly. You might also consider asking if they would like to connect on LinkedIn: see our tips and suggestions on our website.

*Need help with your resume or interview skills?*

*Check out our Resume Help page <https://www.coastal.edu/career/forstudents/resumehelp/>*

*Check out Big Interview at <https://coastal.biginterview.com/> or our helpful Chants handouts at <https://www.coastal.edu/career/handouts/>*

*or call for an online appointment at 843-349-2341 Mon-Fri 8:30 am – 5:00 pm, or email [career@coastal.edu](mailto:career@coastal.edu)*