

First Annual

spring2018

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JOB & CAREER FAIR



MEET WITH EMPLOYERS AND RECEIVE CAREER INFORMATION.
COME PREPARED WITH YOUR RESUME

DATE: Thursday, April 26, 2018
LOCATION: LA Mission College Main Campus Quad
TIME: 9:00 AM - 1:00 PM

Prepare for the Job Fair in Advance:

- Resume Assistance
- Networking & LinkedIn Workshop
- Mock Interviews

Contact CAREER CENTER:

careercenter@lamission.edu or (818) 833-3403



PUBLIC ACCOMMODATION: If you need to request an accommodation such as printed information in alternate formats, Assistive Listening Devices or request a Sign Language Interpreter please contact the campus ADA Coordinator V.P. Danny Villanueva at 818.364.7772 a week in advance

THURSDAY, APRIL 26, 2018 9:00AM -1:00 PM

MISSION COLLEGE JOB FAIR

LOOKING FOR A JOB? THIS IS THE PERFECT OPPORTUNITY FOR YOU! HERE ARE A FEW TIPS TO HELP YOU STAND OUT FROM THE COMPETITION:

DO'S:

- ✓ **Do** have a specific strategy for maximizing your time at the event. Determine the order of who you want to see first
- ✓ **Do** attempt to research basic information about each company you hope to interview with at the job fair
- ✓ **Do** prepare a one minute "commercial" that focuses on the unique benefits you offer
- ✓ **Do** bring enough copies of your resume to the fair
- ✓ **Do** have a few questions ready prepared for each recruiter
- ✓ **Do** be assertive. Approach employers, extend your hand, and introduce yourself
- ✓ **Do** ask recruiters for a business card and after speaking to them, jot down a few notes from the conversation on the back
- ✓ **Do** follow up with each recruiter

DON'TS:

- ⊗ **Don't** just drop your resume on the recruiter's table and walk away
- ⊗ **Don't** ever say anything negative to the recruiter about your college or previous jobs
- ⊗ **Don't** forget to eliminate bad habits such as playing with your hair, chewing gum, etc.
- ⊗ **Don't** use filler words such as "um", "like", and "you know"
- ⊗ **Don't** waste the opportunity to network; not only with recruiters but also with fellow job seekers and other professionals
- ⊗ **Don't** be afraid or intimidated by the recruiter; they are there to do a job which is find potential candidates
- ⊗ **Don't** wear casual clothes! These are potential employers, so dress for the occasion