

Job Fairs – Be Prepared

Attending a Job Fair is the same as going on a Job Interview - You have to be prepared, and present yourself in a convincing, confident, and professional way. Job Fairs are an opportunity to meet several employers and learn about their organizations. It’s an important place to market yourself and possibly find a job.

Prepare for the Job Fair:

- ◆ Get a list of the companies and do your research on those you’re interested in - look at their websites.
- ◆ Know Yourself: Prepare a “Personal Commercial” that summarizes your skills and abilities and why you’re a good match for the positions you want to apply for.
- ◆ Think about the kinds of questions you might be asked: for example, your strengths, background, why are you interested? How would former supervisors describe you?
- ◆ What exactly about yourself do you want the employers to know?
- ◆ Prepare questions to ask the interviewers.

**New Years New Job
JOB FAIR!**
*January 19, 10am—1pm

**War Memorial
310 Appleton Street
Holyoke, MA**
*Snow Date: January 26 10am—1pm
(Check our Website for Updates on employers attending)

At the Job Fair:

- ◆ Dress appropriately. Limit jewelry and piercings and turn your cell phones off.
- ◆ Have copies of your resume to leave with the interviewers.
- ◆ Be polite, assertive, interested, enthusiastic, and speak clearly.
- ◆ Have good body language, a solid handshake, and good eye contact
- ◆ Bring a pen so you can take notes, if needed. Ask “What are the next steps?”
- ◆ Take the business cards of people who interview you.
- ◆ Thank the interviewers. Let them know you look forward to hearing from them.
- ◆ Network with other job seekers – you may hear about other positions for which you want to apply.

After the Job Fair:

- ◆ Follow up as necessary. Were you told to complete an on-line application, to mail additional information, or do something else as part of the application process? Check your notes.
- ◆ Send a thank you note to the interviewers. Make the note personal and refer back to the interview.
- ◆ Make phone calls, if appropriate
- ◆ Think about how you presented yourself and what kind of feedback did you receive: were you prepared well for the questions asked? If not how could you have done a better job?

Congratulations to Alex Morse and Gladys Lebron-Martinez!

The staff of CareerPoint proudly congratulates two of its own on their recent election victories. The new Mayor of Holyoke, Alex Morse, recently worked as a Youth Counselor and Job Developer for CareerPoint, and Holyoke City Councilor Gladys Lebron-Martinez, a former School Committee Member, will continue as CareerPoint’s Youth Team Manager. Both are wonderful colleagues, and we wish them much success in their new positions.

Become a Fan of CareerPoint on Facebook and Follow us on Twitter to receive information on Job Fairs, events, job search tips, Hot Jobs and more!



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Hours of Operation	
Mon.	9:00-5:00*
Tues.	9:00-5:00*
Wed.	9:00-5:00*
Thurs.	10:00-5:00*
Fri.	9:00-5:00*

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***UNEMPLOYMENT INSURANCE WALK-IN SERVICES: Monday-Friday 8:30 am to 4:00 pm.**