

# Top Tips to Get the Most out of the Virtual Careers Fair

## Before the fair

By doing these things ahead of time you will get far more out of the event.

- **Register ahead of time and complete your profile** – uploading a professional photo, completing the about you section and adding any relevant professional networking sites such as LinkedIn. Your about you section should include your education, experience, key skills and future goals.
- **Research participating employers**– make a list of the employers you want to meet and spend some time learning about them. After your research prepare some questions you would like to ask, no employer wants to hear “What do you do?”.
- **Prepare your CV** – your university careers service will have information and advice on how to prepare your CV. You can also watch the CV and Application Form webinar.
- **Practice your pitch** - how will you introduce yourself? Why are you interested in the company? What types of positions are you seeking? How is your previous work experience relevant? What questions will you ask employers?
- **Make sure your technology is ready to go** – All you need is internet access, and a computer, mobile or tablet. Simply register for the event beforehand, and then login on the day of the virtual fair to get started - it's that simple!

## On the day

Just like a physical event you want to make a great first impression and stand out from the crowd, the below tips can help you do this.

- **Attend from a distraction-free environment** – login from a quiet location where you can focus and watch any online content you want to view or an employer shares with you.
- **Be ready to put yourself out there** - at virtual career fairs, it's all the more important to be confident, reach out and make connections. Once you are in a live chat with an employer, the ball is in your court to introduce yourself and ask the right questions. But remember do your research first, your questions should show you already know a bit about the employer, what they do and the roles they are offering.
- **Use clear, professional business communication** - to make a great first impression in live chat, you'll want to demonstrate articulate written communication, so check your grammar and spelling before pressing send and avoid text lingo, slang and emojis. Remember to always thank the employer for their time.
- **Ask for next steps and contact information** - when talking to employers don't be afraid to ask about next steps, the application process and the best way to stay in touch. Some employers will have uploaded contact information, some may be willing to connect on LinkedIn but don't be afraid to ask.

## After the fair

Don't let your efforts go to waste, don't forget to follow up with any connections, thank them again for their time and get to work on your applications! Don't forget to contact your [University careers service](#) for more information, advice and guidance on your career and next steps.