



Getting the Most out of a Job Fair

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Prepare for.....

DISCOMFORT



BEFORE the fair

- Research, research, research!
- Visit OITE website, read through descriptions, target organizations of interest
- Study mission, research, products/services, job listings of those organizations
- Develop/edit resume

BEFORE the fair (cont.)

- Craft your introductory “script”
 - ◆ Your name
 - ◆ Your research project/program of study
 - ◆ Date of graduation (if applicable)
 - ◆ Your area of interest and how your background relates to the employer
- PRACTICE your script!

DURING the fair

- Pick up list of organizations and plan your day
- Be enthusiastic and ready to use your script
- Approach employers.....

~~‘What does
your company
do?’~~

**Demonstrate ✓
familiarity with
the organization**

DURING the fair (cont.)

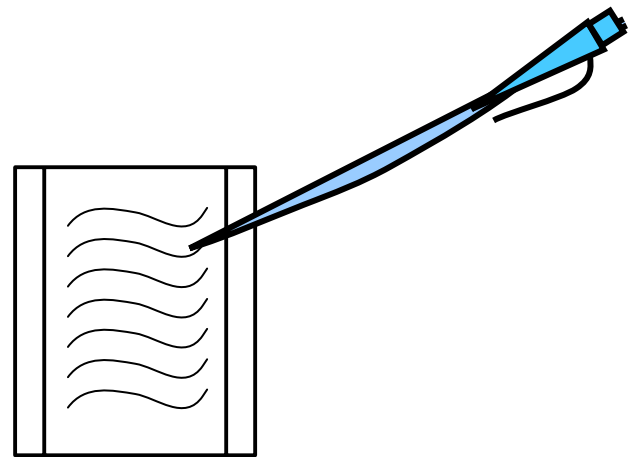
- Make eye contact
- Collect business cards from EVERYONE

Q: How long should we speak?

Be brief, be bright, be gone.

AFTER the fair

- Send thank-you notes/emails to employers





Important dates to remember:

- **CV/Resume Slam**

- ◆ September 18, 9:00 AM – 4:00 PM
- ◆ September 19, 9:00 AM – 1:00 PM

- **NIH Job Fair**

- ◆ Thursday, September 27, 2007
- ◆ 11:00 AM – 3:00 PM
- ◆ Natcher Conference Center, NIH campus

CV/resume reviews

- Email materials to msinche@gmail.com for review
- Individuals on the Bethesda campus are eligible for one-on-one resume/CV critiquing IF they attended today's workshop. To sign up for an appointment, visit www.training.nih.gov and following the directions.
- Plans for career counseling on the NIEHS campus are being finalized, and plans will soon be in the works for the Frederick, Baltimore, and other satellite campuses.