

CAREER FAIR PREPARATION

Each year public health employers attend career fairs (including the Public Health Career Fair here at the Johns Hopkins Bloomberg School of Public Health) in an effort to attract top talent to their organizations. Below are some tips to assist you in preparing for a career fair.

Be sure to:

- Arrive early
- Dress appropriately
- When possible, know the interviewer's name: pronunciation, spelling, and title (Mr., Miss, Ms., Mrs., Dr.)
- Extend a warm greeting and firm handshake
- Maintain good eye contact
- Show enthusiasm and zeal
- Display knowledge of the company, industry, position, interviewer, and job location
- Be prepared to answer and ask questions
- **Turn off cell phones and remove bluetooth devices**

Ensure that you have:

- A briefcase or portfolio, note pad, and pens
- Several resumes, several reference sheets, and letters of recommendation
- Educational transcripts (if necessary)
- Work samples (where applicable)
- Business Cards
- Toothbrush and dental floss if you are attending a career fair after lunch
- For women: Extra hosiery. If you carry a briefcase leave the purse behind to keep your hands free

Remember to:

- Obtain the representative's business card
- Leave your resume/CV with the representative
- **Follow-up after the career fair with a thank you letter**
- Make the most of the day

HOW TO INTRODUCE YOURSELF AT A CAREER FAIR

How you initiate a conversation with an employer representative is important. The first words you speak make a big impression on a potential employer. When you meet a representative at a career fair you should greet them with a smile, firm handshake and introduce yourself using the format below or a similar format:

1. Provide information about yourself and your education. (10-15 seconds)
2. Why you are interested in speaking with them? (10 – 15 seconds)
3. Discuss your relevant work experience. (10 – 15 seconds)
4. What are some of your accomplishments - either in the classroom or at an organization? (15-30 seconds)

28th ANNUAL PUBLIC HEALTH CAREER FAIR

Sponsored by the Career Services Office, the 2012 Public Health Career Fair will take place on **Friday, March 2, 2012** in the School of Public Health building. This school wide event provides a convenient location for agency representatives from around the country to meet with students, faculty, and alumni to discuss agency functions, employment opportunities, consultancies, internships, and provide career information for public health graduates and professionals.

To get more information or see a list of employers at last year's Career Fair, go to <http://www.jhsph.edu/careerfair>.

With more than 575 students and almost 50 employers, it's an event you don't want to miss!!!