How to Talk to a Job-Fair Recruiter

1. Walk up to the employer’s table or booth.
   - Make eye contact with the recruiter, smile and say hello.

2. Offer your handshake and introduce yourself.

3. Ask about the career opportunities for your occupation at that company.

4. Deliver your 15 second “sales pitch”. Here is a simple four-step plan:
   1. Give your name.
   2. Mention you are student in Collin College and your major, or the job you’re looking for.
   3. State your experience, skills, and accomplishments.
   4. Offer your USP (Unique Selling Point). It’s what sets you apart from the competition—it’s what makes you special.

5. Answer the recruiter’s questions and ask a few follow-up questions of your own.
   - “Could you describe a typical day for someone working as............ at your company?”
   - “Could you describe the ideal person for this job?”

6. Tell the recruiter that you would like to apply for that job or position.

7. Offer the recruiter a copy of your resume.

8. Ask how you can schedule a job interview.

9. Ask for the recruiter’s business card.

10. Thank the recruiter, smile and offer your handshake.