

Enhanced Job Search Communication

Always use 'formal' English language when communicating with employers at the Job Fair.

Introduction:

- Start with a polite greeting.
- State your name.
- Mention your relevant education background and/or years of work experience.
- Share your target position.

Sample:

"Hello, my name is Tram. I hold a Bachelor's Degree and have two years of teaching experience. I am interested in teaching opportunities within your organization."

OR

"Hello, I'm Dillon. I am an outgoing individual who enjoys working with others. I am interested in your Customer Service position."

Ending a Conversation:

- Express gratitude for their time.
- Use polite closing phrases.
- You can inquire about follow-up communication.

Samples:

"Thank you for your time today."

"It was a pleasure speaking with you."

"Thank you for providing me with information on your company."

You may also ask a few questions:

"Is there a way I could follow up with you after the job fair?"

"How soon will you be notifying clients about interview qualifications?"

A Few Hints:

- Prepare as best as you can before the job fair.
- Note that Employment Counsellors won't be available for resume or cover letter assistance during the fair. These should be completed **before** the job fair.
- Be proactive and research employer sites before the event.
- Keep your conversations short, clear, and avoid taking up too much of the employers' time.
- Dress professionally for the job fair.