

## Virtual Career Fair Etiquette

Participating in a Virtual Career Fair is a convenient and valuable way to connect with employers during your job search. Here are a few tips and tricks to get the most out of this online format.

- 1.) Register early to receive updates and important details that the event representatives may provide in advance of the date of the fair.
- 2.) Research participating employers to stand out from the crowd when chatting and asking pertinent questions.
- 3.) Upload a resume to ensure participating employers can contact you after the fair.
- 4.) Chat professionally during the event. Use proper language and demonstrate your excellent written communication skills in text chat rooms. Do not use abbreviations or emoji symbols.
- 5.) Be aware that there may be a “virtual” line of job seekers waiting to meet with employers. Remain patient and professional.
- 6.) Do not share personal information in public chat rooms. Do not copy and paste your resume into a chat room.
- 7.) Employers will be busy staffing virtual booths during the event. Be sure to respond to employer questions quickly and efficiently. Consider creating a Word document with common interview answers to copy and paste into private text chats during the event. The response to the question, “Tell me about yourself” is a great example to have ready! Quickly individualize responses from your Word document as needed.
- 8.) Be ready to discuss your experience, education, and skills! Showcase your accomplishments and ask for next steps.

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