

# FALL JOB & OPPORTUNITY FAIR – STUDENT TIPS TO PREPARE

**Wed., 9/23/26, 2-6, Flathead Fairgrounds**

[FVCC Career Services](#) | [careers@fvcc.edu](mailto:careers@fvcc.edu) | 406-756-3803

*FVCC Career Services can coach you on approaching employers and practicing your introduction, preparing a resume, choosing professional dress, and following up with employers after the fair.*

A job fair is a great opportunity to meet employers, explore career options, and apply for full- or part-time jobs when you're ready. You do not have to have your entire career figured out—come ready to make a good first impression, ask a few questions, and connect with one or two employers. Employers are looking for people who are reliable, interested, and willing to learn – qualities you can show through transferable skills gained from work, classes, projects, family responsibilities, volunteering, and campus involvement.

- Need a resume? Open this document [W Job Fair Resume with Tips\\_2026.docx](#) – Go to the “File” drop down menu – “Make a copy of” and then “Save” and get started!
- Is buying a professional outfit a financial stretch? Connect with [FVCC Food Pantry](#) or [FVCC Career Services](#). Business casual dress works if you're job searching at this event. Think pants that aren't jeans, skirt, button-up collared shirt, plain polo, or blouse.
- Current FVCC students can prepare for interviews with the online tool [MY INTERVIEW](#) using FVCC email.

## QUICK CHECKLIST

- ☐ Research employers
- ☐ Print resumes
- ☐ Practice your introduction
- ☐ Dress neatly
- ☐ Ask questions
- ☐ Take notes
- ☐ Follow up (and apply if interested)

## BEFORE THE FAIR

1. Review the employer list
2. 3-5 priority employers you want to meet.
3. Spend a few minutes researching each employer: what they do, jobs they offer, and why you are interested.
4. If possible, bring 10-20 copies of your resume in a folder.
5. Wear neat, clean clothing appropriate for the type of work you want. Business casual is ok.
6. Prepare a 30-second introduction
7. Practice answering: “Tell me about yourself” and “What type of work are you looking for?”

**Sample introduction:**

***Hi, I'm [Name]. I'm studying [program] at Flathead Valley Community College. I have experience in [relevant skills, job, project, volunteer work, or certification], and I'm interested in [type of job, internship, or apprenticeship]. I'd like to learn more about opportunities with your organization.***

#### **AT THE FAIR**

1. Check in at the front table and then start by connecting with an employer that feels comfortable.
2. Organizations attend because they want to meet you .Smile, make eye contact, introduce yourself, and offer a firm, but natural, handshake.
3. Ask questions that show interest:
  - *What entry-level opportunities are you hiring for?*
  - *What skills do you look for in new employees?*
  - *What training do you provide new employees?*
  - *What is the best way to apply?*
4. Listen and jot down notes after each conversation
5. Ask for the recruiter's name, business card or preferred contact information.
6. Thank each employer before you leave their table.

#### **AFTER THE FAIR**

- Apply online within 24-48 hours if interested and the employer directs you to do so.
- Tailor your resume to the job posting before submitting it.
- Send thank you messages to the employer representatives you met.

#### **Sample follow-up message:**

***Hello [Name],***

***Thank you for speaking with me at the [Job Fair Name/Date]. I enjoyed learning about [job, program, or a detail they shared]. I am interested in the [job title] opportunity and will apply through your website. Thank you again for your time.***

***–[Your Name]***

