

Tips for Making the Job Fair Work for You!

What is a Virtual Job Fair?

In order to do our part to help keep our community as healthy as possible, the PPWFC now offers Virtual Job Fairs!

In a sense, a virtual job fair may seem like simply applying for jobs online. Like applying online, you can view job openings by industry and visit the employers' websites directly from the Virtual Job Fair page.

A major difference in the Virtual Job Fair is that employers have an option to create a chat room to interact with job seekers. Take advantage of this opportunity!

Be realistic with your goal: create a great first impression and get invited to an in-person interview! Very few people will be offered a job based solely on the Virtual Job Fair, focus on this being a first step!

Visit the Virtual Job Fair through your [ConnectingColorado.com](https://www.connectingcolorado.com) Account!

1

Research positions and companies

View the available job openings by industry and determine which positions you are interested in applying to

Research the companies that are hiring and apply for the positions directly through the link

- Company mission/vision/values
- Locations
- Products/services
- Market niche
- Competition

2

Résumé

Create a separate résumé for each job you apply to

- Tailor your résumé to each job position you seek
- Proofread your résumé to eliminate spelling and grammar errors

For more guidance, view our **Create a Better Résumé** video workshop by visiting ppwfc.org/workshop-videos

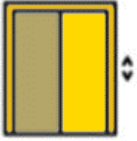


3

Your Elevator Pitch

Prepare an elevator pitch tailored specifically to the company you are talking to

- Keep your written elevator pitch (in the case of a chat room) to 2 – 3 sentences; for telephone interviews, 30 – 60 seconds
- Include information about your background, both education and years of experience in the field
- Focus on your skills, strengths, and accomplishments
- State your interest in the position with that company



Write your pitch in a comfortable, natural, and engaging tone/language. On a chat, you don't have to be so quick on your feet and you have time to prepare your response; however, they cannot see your enthusiasm through the chat, so you will have to make sure your written pitch exudes confidence and enthusiasm with words!

4

Be prepared to chat

If an employer opted to activate a chat room or calls to conduct a telephone interview, be prepared to answer questions

- “Tell me about yourself.” This is a great time to give your elevator pitch.
- “Tell me about your skills” Talk about the skills you have for their position.
- “Why do you want to work for us?” As you’re researching the companies, look for reasons you want to work there (Hint: do not say you want to work for them because they have a job available or you heard they pay well).
- “What are your career goals?” Focus on your goals within the position for which you are applying.

Ask the recruiter questions to show your interest and find out more information for an in-person interview

Create a list of 3-5 questions to ask each company. Examples include:

- What makes a person in this position successful?
- What skills or qualifications are you seeking in the ideal candidate?
- What are the steps in the hiring process? (or) Who do I follow-up with and when is a good time to follow-up?”



5

Follow-up and follow through

Following-up will set you apart from the competition

- Thank the recruiter for their time at the end of the chat
- If the recruiter provided information about the next steps and timeline, follow-up by telephone or email based on the agreed upon timeline
- If no timeline was provided, follow-up after 1 week

