



## VIRTUAL JOB & INTERNSHIP FAIR – MARCH 12, 2021, 10AM-1PM

The job/internship fair is an opportunity for students, alumni, and community members to meet virtually with recruiters hiring for jobs and internships.

### TIPS FOR A SUCCESSFUL EVENT

- Registration is required to participate, but advanced registration with a .PDF resume is highly recommended. To register and see a list of companies, visit [www.howardcc.edu/jobfair](http://www.howardcc.edu/jobfair).
- Uploading your .PDF resume will allow you to quickly and easily apply to positions that employers advertise within the system.
- Once you register and create your account, see the FAQ and training video in the dashboard to learn how to use the platform.
- From your dashboard, a virtual lobby will be open during the event. Click on the lobby to see participating companies. They will be arranged by HCC Pathways to help you target your job search (Business, Health Sciences, Liberal Arts, Social Sciences, STEM, and Teacher Education).
- **For technical questions on the day of the event, call 561-717-9717 or email [support@premiervirtual.com](mailto:support@premiervirtual.com).**

### BE PREPARED FOR A CONVERSATION

- Dress professionally; recruiters have the capability to initiate a video meeting with you or send you a direct message.
- From within an employer's virtual booth, you can read about the company, apply for their job openings with your resume, and send a recruiter a direct message.
- In a direct message or video exchange, be prepared to introduce yourself. For example:  
*Hello, my name is \_\_\_\_\_ and I'm a student at Howard Community College studying \_\_\_\_\_. Some of my skills include \_\_\_\_\_. I've developed these skills by \_\_\_\_\_ (participating in an internship, working a particular job, etc.). I am interested in pursuing work in the \_\_\_\_\_ field.*
- Employers want to know what you can do for them, not what they can do for you. Know your skills and how they match the jobs you are interested in, and be prepared to talk about them. For example:  
*I see from your opening for Marketing Assistant that you are looking for someone with excellent interpersonal and organizational skills. I have always been commended for my ability to interact with customers in a friendly manner and prioritize my tasks to complete my assignments in a timely manner.*
- Remember to thank the recruiter for their time, and if appropriate, ask the recruiter for their email address for further follow-up.
- For more information on interacting with employers, see <http://bit.ly/jobfairinteractions>.

### QUESTIONS YOU CAN ASK RECRUITERS

Asking questions conveys your interest in the company and their positions. Try to come up with at least 2 questions. Examples:

- *What is your hiring process for your open positions, and how long might it take?*
- *What are the characteristics of your most successful employees?*
- *Did you get my resume that I sent through this platform? Is there anything else you need from me?*
- *How could I follow up with you?*