

# Community Partnership Career and Job Fair

**WHEN: TUESDAY APRIL 6<sup>th</sup>, 5:30 – 8:30 pm**

**WHERE: Adult Learning Program at English High School  
144 McBride Street · Jamaica Plain, MA · 02130**  
**MBTA DIRECTIONS:** Take Orange Line to Green Street Station. Exit out the right-hand side door. Turn right onto Amory Street. Keep Orange Line on your right. Walk one block to English High School.

## EMPLOYERS

MA Biological Laboratories  
Maloney Properties  
Arbour Hospital  
Home Depot  
Crittenton Women's Union  
The Skill Bureau  
Veterans Administration Medical Ctr  
Sullivan and Cogliano  
Harvest Co-Op

Neighborhood Health Plan  
The US Census  
Executive Office of Transportation  
Aerotek  
UPS  
Snelling Staffing  
Museum of Fine Arts  
Victory Programs  
**\*\*And MORE!**

## EDUCATION AND TRAINING PROVIDERS

Asian American Civic Association  
ABCD  
Roxbury Community College  
YouthBuild Boston  
Jewish Vocational Services  
UMASS Boston

Urban College  
TERI College Access  
Cambridge College  
Red Cross  
**\*\*And MORE**

## VOLUNTEER/INTERNSHIPS

New England Aquarium

**\*\*Visit [www.jobnetboston.org](http://www.jobnetboston.org) or [www.jpndc.org](http://www.jpndc.org) for up to date vendor information.**

*This is a FREE Career and Job Fair.*

*Please dress professionally and bring multiple copies of your resume.*

**Questions? CALL (617)522-2424 ext 274 or (617) 635-5201**

**Event Sponsored by:**

# The Job/Career Seeker's Guide To A Successful Career Fair

## DURING.

1. **Necessary Items.** 25-30 copies of your resume in a folder or portfolio. A pen/pencil. A notebook
2. **Plan your route.** Review the list of employers and their industry and locate the company tables. Determine what order you will visit employers. Don't cruise the booths looking for free stuff—this is not a social event.
3. **Ask intentional questions.** You should have a few relevant questions for the employer about the company or the position. (Tip: this is your chance to show off what you already know!) An Example: What are the key skills/experience you are seeking for this position?
4. **Don't ask about salary!** Unless the position lists a salary/hourly rate, don't bring it up. Your first job is to find the right match between you and the employer. You will get your chance for salary negotiation when there is a job offer.
5. **Energy!** Career fairs require you to be on your feet moving from table to table for an hour or more. Each time you meet someone, be at your best, as refreshed as possible! Remember to smile. ☺

## AFTER.

1. **Business cards.** Be sure to get business cards from the recruiters you have met. Use the cards to write follow-up letters to those organizations in which you are most interested.
2. **Notes about contacts you made.** After using that pencil/pen to write down important details about each organization, take a few minutes after you leave to review these notes and prioritize the companies you are going to follow up with.
3. **Information about organizations you have contacted.** Most recruiters will have information for you to pick up, including company brochures, CD's, position descriptions, and other data. You will have time to deal with these after the fair.
4. **A better sense of your career options.** You probably will have made contact with several organizations that hire people with your skills, interests and abilities. In thinking about their needs and your background, evaluate whether each company might be a match for you.
5. **Self-confidence in interacting with employer representatives.** A career fair gives you the opportunity to practice your interview skills. Use this to build on the experience talking about what you have done, what you know, and what your interests are.
6. **Look for one of the Community Career Fair Staff if you have any questions!!**



JPCC  
Adult Learning Program



## GOOD LUCK!!

Community Partnership  
Career and Job Fair  
Tuesday April 6th, 2010  
5:30-8:30 PM

At English High School Jamaica Plain

