



# Make The Summer Job Fair Work For You

Career fairs are set up like a trade show. At the Summer Job Fair, there will be over 100 organizations, each set up at their own booth, ready to meet you. Here are some tips to make the best of it:

1. Before you attend the Summer Job Fair, attend the seminar titled 'Making career fairs and career forums work for you'. This seminar takes place on Monday, January 29 from 12:05 to 12:50 p.m. at CaPS in 2-100 SUB. There is no pre-registration required and the seminar is free.
2. Find out who is attending the Summer Job Fair ahead of time by visiting the CaPS website at [www.ualberta.ca/caps](http://www.ualberta.ca/caps).
3. Research organizations of interest who are attending the fair.
4. Make a list of the organizations you want to make contact with at the career fair.
5. Prepare questions for each organization. For example:
  - a. Do you currently have jobs posted with CaPS? Will you in the near future?
  - b. What skills and experiences do you look for in applicants?
6. Practice introducing yourself to employers. Be prepared to tell them your name, your area of study, and what kind of work you are looking for.
7. Have a resume available incase employers ask for it. Be sure that your resume is top-notch. Have your resume critiqued at CaPS beforehand.
8. Wear 'business casual' clothing. There isn't any need to wear a suit, but you also should not wear jeans.
9. Keep an open mind. Don't assume that certain organizations only hire individuals with a particular background.
10. After the Summer Job Fair, be sure to make a list of the employers that you spoke to and the organizations that tweaked your interest. This list will help you during your work search.

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Forward your resume to:

**Acklands-Grainger Inc., Attn: Tracy Zander, Human Resources, 11708 – 167 Street, Edmonton, AB T5M 3Z2**

**Fax: (780) 452-1282 • E-mail: [zandert@agi.ca](mailto:zandert@agi.ca)**

We regret that only those candidates being considered will be contacted, but we thank you in advance for considering Acklands-Grainger Inc. Please, no agency solicitation or phone calls. Acklands-Grainger is an equal opportunity employer. Come visit us at [www.acklandsgrainger.com](http://www.acklandsgrainger.com)

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