



Tips to Ace the Virtual Business Career Fair

- **Plan your schedule**
 - Prioritize to meet with employers you're most interested in first
- **Research the participating companies in advance**
 - Learn about their missions, products and services
 - Know about the companies and positions you are interested in
- **Get your CV ready**
 - Make appointments with the Business Career Development Career Advisors to tailor-made your CV based on the job requirements
- **Attend from a distraction-free setting**
 - Stay away from a noisy background. Make sure the room you're in is clean, tidy, quiet and well lit
- **Use professional, precise and clear business communication**
 - Most of the communication will be done through texting in chat function
 - Be articulate, avoid emoticons and slangs
 - Read history before posting a new question
- **Ask specific and focused questions to show genuine interests and passion**
 - Prepare thoughtful, open-end questions that demonstrate your interests and knowledge of the company
 - Avoid asking question like 'What does your company do?'
- **Show your enthusiasm, energy, passion and readiness**
 - All recruiters are looking for 'bright' talents, take a proactive approach
- **Get ready with your Career Pitch**
 - Prepare to tell recruiters precisely in text about your career interests, highlight your academic results, internship achievements and interesting extracurricular activities
 - Ready to showcase and answer questions about yourself

Video or Audio Chat

- Book an Appointment with the Recruiters
- Always ask the Recruiters before making any video/audio call, ask for consent first
- Keep your eye contact if you are having video chat. Look at the camera when speaking to someone virtually. Avoid distractions and keep the focus on conversations.
- In video chats, speak clearly and be confident. Do not distract others with over use of hand gestures. Ask for next steps and contact information
- Promptly follow up after virtual career fair to keep yourself on top-of-mind from recruiters. Thank the recruiters for their time and further express your interest

Mini-Webinar

- Visit the Auditorium and join the Mini-Webinar with recruiters according to the schedule
- Prepare your list of questions for the recruiters in the Mini-Webinar live Q&A session
- Be polite and be patient, drop a thank you note before leaving – leave a positive impression

Business Career Development

College of Business

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