

# PUBLIC - Job Fair

Thursday, April 12, 2018

3:00 – 5:00 p.m.

Apollo-Ridge High School

1825 State Route 56, Spring Church, PA 15686



## Who Should Attend?

1. Job Seekers
2. Career Changers
3. Parents
4. Students

## Employers and Education Providers

- Manufacturing
- Healthcare
- Construction
- Financial
- Universities and Community Colleges
- Trades/Apprentice Programs

**Opportunities at All Skill levels will be available!**

Come prepared to Network and see what opportunities are available in our region!

### How to Prepare for Job Fair

- Review/Update your Resume.
- Dress like you would for a job interview.
- Create a fact sheet of your basic employment information.
- Bring plenty of resumes and letters of recommendations if you have them.

### At the Event/Job Fair

- Review the list of participating employers. Identify those you want to make contact with but try to get to all the tables.
- Be patient and respect the privacy of others. Be prepared to wait and network while you are in line.
- Some employers will ask you to complete an application. Use the Fact Sheet you prepared earlier.
- Keep a list of employers you meet and make notes of what you are told. After you talk to an employer, offer a firm handshake, smile and use the employer's name.
- Conduct yourself in a professional manner at all times. Treat this event as a Job interview. Don't chew gum, turn off and put away your cell phone while talking with employers.
- Ask the employer for company information, application materials and business card.

### After the Event

- Write a "thank you" letter to companies of interest thanking them for their time and information. Include a copy of your resume.

## Hosted by:

**Apollo-Ridge High School**



## Supported by:

Pennsylvania  
**CareerLink**<sup>SM</sup>

**Armstrong County and Alle-Kiski**

A proud partner of the AmericanJobCenter<sup>®</sup> network

**Tri-County Business Education  
Partnership Grant**

If you require accommodation to participate in this event offered by the PA CareerLink, please call 724-548-5693 or TTY 724-543-4510 to make your request. Please notify the CareerLink at least 72 hours in advance.