

# PREP FOR THE



Office of  
**CAREER  
EDUCATION**

# Why attend the Career Fair?

## 1. Get Comfortable

The first time you walk up to a potential employer, you will feel a bit nervous. For some, it may be the hardest thing they have ever done. It will give you a chance to practice your elevator speech and follow-up skills. This is not something you can easily do with an online job search.

## 2. To Present Yourself as a Person, Not a Piece of Paper

Career Fairs offer job seekers a chance to make a lasting impression on employers by interacting with them personally—it is impossible to make this type of connection when submitting a resume. In addition, meeting a job recruiter for a company in person could potentially make up for what your resume may lack. This could ultimately allow you to get your foot in the door with a company that interests you.

## 3. Land a Job or Internship

This is the main reason why people should attend a career fair. If you make a good impression, you may end up with an interview right on the spot. Even if they don't interview you immediately, they will take your resume and get back to you at a later time. The more contacts you make, the more opportunities you will have to land a job or internship. Online job searches can lead to jobs and internships, but why limit your opportunities?



# What to Expect



## Check-In

Check-In at the registration table and receive a map of employer booths.

## Introduce Yourself

Introduce Yourself to recruiters confidently and professionally.



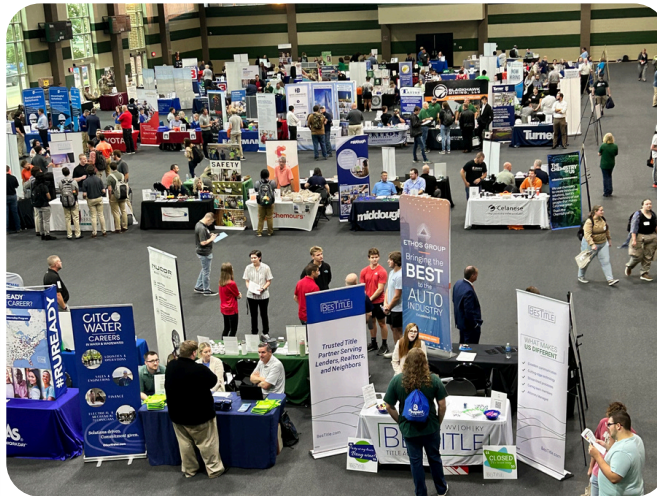
## Ask Questions

Ask Questions about the company, job roles, and next steps.



## Bring Essentials

Copies of your resume, a notebook and pen for notes, a professional-looking folder or padfolio, a positive attitude and confidence!

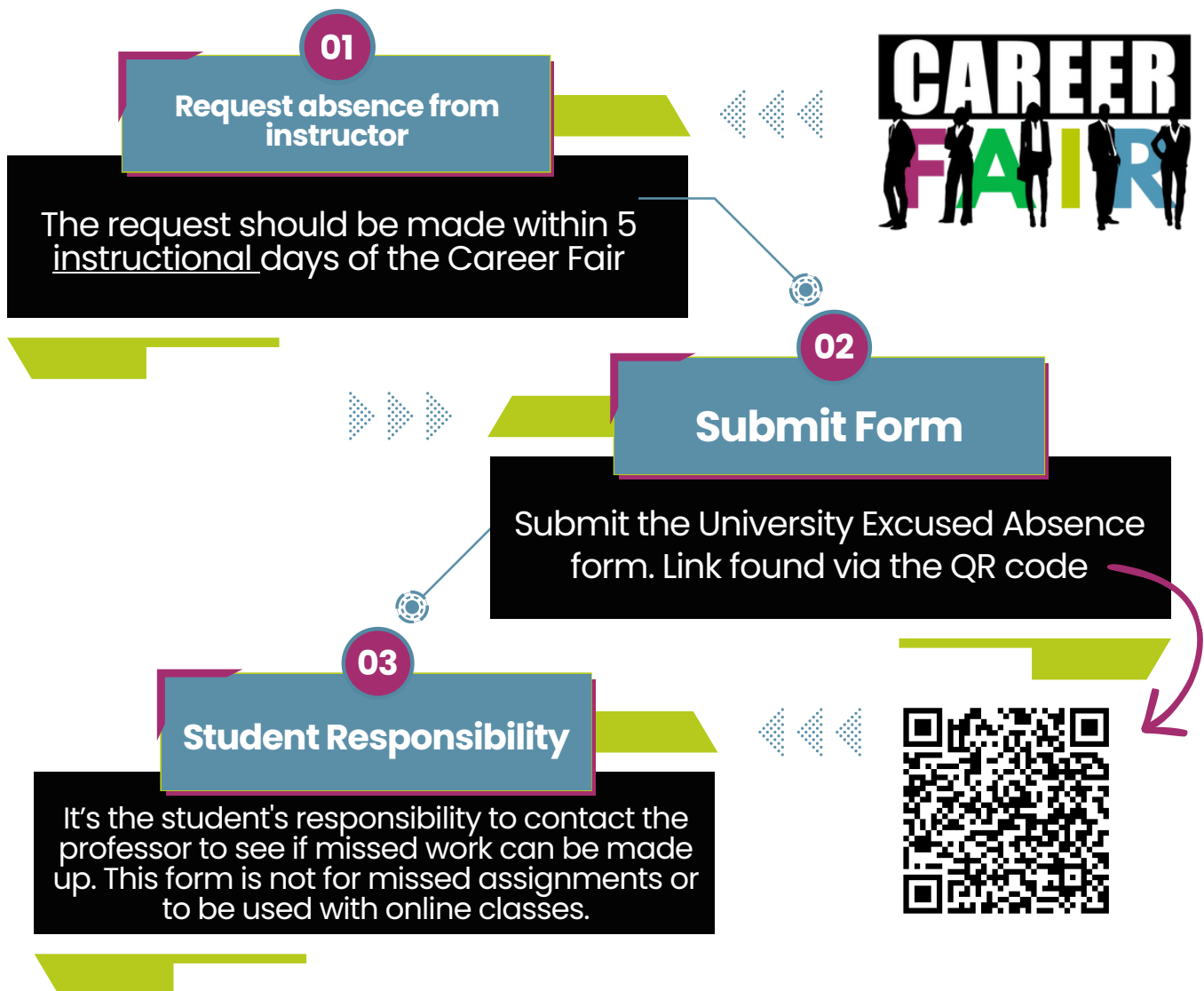


FEBRUARY 25 | 12-4PM | REC CENTER

# HAVE CLASS during the CAREER FAIR?

**Students who attend and follow the proper steps may request a University excused absence.** Because excused absences are not automatic, we strongly encourage you to:

- Talk with your professor in advance about your plans to attend
- Thank them for supporting your professional and career development



Office of  
**CAREER  
EDUCATION**

## **MAKE A GAME PLAN! PLAN YOUR DAY.**

**Figure out who you want to talk to ahead of time so you can do some research and have questions prepared.**

**Students can use Handshake to prepare for the career fair in the following ways:**

### **1. Research Employers Attending the Career Fair**

- Log in to Handshake and find the Career Fair event page to see the full list of companies attending.
- Click on employer profiles to learn about their organization, open positions, and what they're looking for in candidates.
- Make a list of top companies you want to visit and prepare specific questions to ask recruiters.

### **2. Register for the Career Fair Prep Session**

- Attend our Career Fair Prep Session on Wednesday, the 11th, at 12 PM and 6pm to get expert tips on networking, resumes, and making a great impression.

### **3. Update Your Handshake Profile**

- Ensure your profile is complete and up to date, including your resume, major, graduation date, and career interests.
- Employers often check Handshake before and after the career fair, so having a strong profile makes a great impression.

### **4. Apply for Jobs & Internships in Advance**

- Many employers post job and internship openings on Handshake before attending the fair.
- Applying in advance shows initiative and gives you a conversation starter.

### **5. Schedule a Resume Review or Career Coaching Session**

- Book an appointment with the Office of Career Education through Handshake to have your resume reviewed or practice your elevator pitch before the fair.



Office of  
**CAREER  
EDUCATION**





Employer Name	Description
84 Lumber	84 Lumber Company is the nation's leading privately-held building materials and services supplier to professional builders with locations nationwide.
A3L Federal Works	A3L Federal Works, LLC, an SBA 8(a) certified, HUBZone certified, Woman-Owned Small Business, provides high quality engineering, technology, and management services to federal and state governments, civilian agencies, and commercial clients.
Academy Programs	The Academy serves its community and state by providing residential and in-home services for children, ages 13-18, with behavioral disorders.
Airgas	Airgas, an Air Liquide company, is the leading U.S. supplier of industrial, medical, and specialty gases, safety products, and welding hardgoods.
American Electric Power	We're one of the largest electric companies in the country, powering millions of homes and businesses.
Appalachian Regional Healthcare	Appalachian Regional Healthcare is a not-for-profit health system serving 350,000 residents across Eastern Kentucky and Southern West Virginia. Operating 11 hospitals, multi-specialty physician practices, home health agencies, home care stores and retail pharmacies, ARH is the largest provider of care and single largest employer in Southeastern Kentucky and the third largest private employer in Southern West Virginia.
Beaver Excavating Company	The Beaver Excavating Company is one of Ohio's leading excavation companies with services provided in mass excavation and grading, underground utility installation, cast-in-place concrete, demolition, in Heavy Highway, Commercial Group, and Industrial Group.
Berkeley County Schools (WV)	Serving nearly 20,000 students across 32 schools and a universal Pre-K program, we are the fastest-growing and most diverse district in WV.
Boone County Schools (WV)	Our mission is to serve as a trusted resource for current and prospective employees by providing guidance, transparency, and support in all matters related to employment.
Buckskin Council, Boy Scouts of America	The mission of the Boy Scouts of America is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Law.
C&I Engineering	C&I is an employee-owned engineering firm providing engineering, procurement, and project management services to the oil & gas, food & beverage, and distilled spirits industries.
Cabell-Huntington Health Department	The Cabell-Huntington Health Department (CHHD) provides communicable and reportable infectious disease prevention and control, environmental health protection and community health promotion
Campbellsville University	Campbellsville University is dedicated to academic excellence solidly grounded in the liberal arts that fosters personal growth, integrity and professional preparation within a caring environment.
Caroline Furnace Camp and Retreat Center	Serving our communities since 1957, we are a year-round retreat center with eight weeks of summer camp located in Fort Valley VA.
Charleston Area Medical Center	CAMC is a nonprofit 1,103-bed regional center made up of 6 hospitals: CAMC Gen Hospital, CAMC Greenbrier Valley Med Cntr, CAMC Mem Hospital, CAMC Plateau Med Cntr, CAMC TV Hospital and CAMC W&Câ€™s Hospital, CAMC Institute for Academic Med and CAMC Foundation.
Cintas Corporation	Cintas Corporation helps more than one million businesses of all types and sizes get Ready™ to open their doors with confidence every day by providing products and services that help keep their customers' facilities and employees clean, safe and looking their best
City of Huntington	The City of Huntington employs approximately 335 people in public safety (Huntington Police and Fire Departments), the Department of Public Works (garbage and sanitation, street and traffic maintenance, inspections, code enforcement, and building maintenance) and several administrative and professional positions at City Hall.
Clark Construction Group	Our portfolio spans every building market, from public to private, corporate to cultural, education to entertainment, & the infrastructure connecting it all power, transit, water, & roadways.
ClarkDietrich Building Systems, LLC	ClarkDietrich is the leading manufacturer of a full line of drywall studs and accessories, structural studs and joists, metal lath and accessories, shaft wall studs and track, interior and exterior finishing products, and connectors and accessories for commercial and residential construction.
Communicare Health Services	A family-owned company, we have grown to become one of the nation's largest providers of post-acute care, which includes skilled nursing rehabilitation centers, long-term care centers, assisted living communities, independent rehabilitation centers and long-term acute care hospitals (LTACH).
Community Hospice, Inc.	Community Hospice provides for the physical, emotional and spiritual needs of patients with life-limiting illnesses, as well as caring for the needs and feelings of the patient's entire family.
CW Services	CW Services' primary goal is to execute projects that meet our Client's objectives for product quality and throughput capacity.
Danieli Corporation	Danieli Corporation are leaders in minimills, in long product casting and rolling plants, and among the front runners in the flat product and iron ore sectors.
Department of Environmental Protection	We offer careers for Biology, Chemistry, Computer Science, Engineering, Environmental Science, Natural Resources, Natural Science, Occupational Safety & Health and Physic majors.
Enterprise Mobility	Whether you're looking for constant growth and development, impactful work, opportunities for promotion, or colleagues you can have fun with along the way, you'll find it at Enterprise Mobility.
FamilyCare Health Centers	FamilyCare Health Centers is an FQHC (Federally Qualified Health Center) non profit organization.
Fastenal Company	We are many things to many different customers: an expert supply chain consultant, a logistics company, an inventory solutions technology provider, and more generally, a distributor of wide-ranging industrial, construction and safety products.

Federal Bureau of Investigation	The FBI is the premier law enforcement agency and an intelligence-driven national security organization committed to protecting the American people.
First Ascent WV	Through the power of Community, Purpose, and the Outdoors, First Ascent is transforming the professional landscape of West Virginia by cultivating a hub for hybrid and remote workers to thrive.
GE Aerospace	As a world-leading provider of jet engines, components, and integrated systems for commercial and military aircraft, our substantial investment in research and development keeps us looking ahead.
Generation West Virginia	Generation West Virginia (GWV) is the statewide organization dedicated to attracting, retaining, and advancing young people in the Mountain State.
Hatzel & Buehler, Inc	The West Virginia Offices of the Insurance Commissioner is responsible for the regulation of the West Virginia insurance market including consumer protections for our citizens.
HD Media	HD Media is West Virginia's leading local media company, helping businesses grow through powerful digital marketing solutions.
HDR, Inc.	HDR specializes in multi-disciplinary teams including engineering, architecture, environmental and construction services. We believe diversity is our greatest strength and we are proud to be an equal opportunity workplace and an affirmative action employer.
Headquarters, US Army Recruiting Command	The U.S. Army Recruiting Command is responsible for manning both the Active Army and the U.S. Army Reserve, ensuring security and readiness for our Nation.
Heart of Appalachia Talent Search	The Heart of Appalachia Talent Search Program is a federally funded TRIO Program that provides FREE academic support to 600 middle and high school students in Mason and Wayne Counties who demonstrate the ability to succeed in a post-secondary institution.
Henrico County Police Division	Become the next generation of law enforcement. Become a Henrico County Police Officer.
HNTB Corporation	At HNTB, we are harnessing the power of collaboration and innovation to establish a new vision for the future of mobility across our country.
iHeartMedia	iHeartMedia is a leading global media and entertainment company specializing in radio, digital, outdoor, mobile, social, live events and on-demand entertainment.
IntelliPoint Technologies LLC	Our world-class customer service and unique partnership approach are a step above the rest, with proactive, personalized network solutions that minimize downtime and maximize productivity.
Intermountain Electronics, Inc	For three decades, IE has carefully crafted a practical, street-smart culture by hiring industry experts that bring deep knowledge and experience.
Ironton Lawrence CAO	Ironton Lawrence CAO is a nonprofit organization that has a vision of being the role model community agency for positively impacting people's lives.
Jefferson County Schools	Jefferson County Schools proudly serves more than 8,000 students from pre-K through grade 12 with rigorous academics, quality instruction, and enriching programs outside the classroom.
Johnson & Johnson	As the world's largest and most diversified healthcare products company, we leverage our scale and breadth to foster innovations, meet patient needs, and shape the future of healthcare globally.
Kanawha County Schools	The Kanawha County School System is dedicated to providing a world-class education that ensures success for every student in the 21st century.
Kentucky State Police	The Kentucky State Police promotes public safety through service, integrity and professionalism utilizing partnerships to prevent, reduce and deter crime, enhance highway safety, and safeguard property and protect individual rights.
King's Daughters Health System	Our network of Family Care Centers and Medical Specialties offices ensure access to primary care, specialty care, diagnostic testing, treatment and services in comfortable locations close to home and work.
Kokosing	Kokosing's business lines include industrial, water and wastewater treatment plants, transportation, pipelines, environmental, and marine work.
Landcore Builders	Landcore Builders has vast experience in all aspects of construction and land development; our land development experience of transforming raw land into residential communities or commercial building complexes.
Lexington Fire Department	Fire department of Lexington, Kentucky
Lincoln County Schools	Lincoln County Board of Education
Menards (11390)	At Menards, We Have a Promote-from-Within Culture - You'll grow through our Steps-to-Success at our Retail Stores, General Office, Midwest Manufacturing, and Distribution Centers!
Mildred Mitchell-Bateman Hospital	Mildred Mitchell-Bateman Hospital, a state DHHR supported psychiatric hospital and is a training site for future health care professionals.
Modern Woodmen of America	Modern Woodmen exists to improve quality of life for our members and the communities where they live, work and play through financial guidance and social, educational and volunteer activities.
Modivcare	Caring Comfort At Home... We create and foster an inclusive, rewarding work environment, one that is fueled by talented people, advanced technology, innovative approaches, and community partnerships.
Necco Center	We are a Residential Center who serve clients with a dual-diagnosis and an IQ of 70 and below.
New Hope Treatment Center	We help children find their voices, reconnect with family, discover creative outlets, manage their challenges, and live in the world with new hope.
Nexstar Media Inc. dba WVNS TV	Nexstar Media Group is a leading diversified media company that leverages localism to bring new services and value to consumers and advertisers through its traditional media, digital and mobile media platforms.
Northwestern Mutual - West Virginia	Northwestern Mutual is a leading financial services organization dedicated to helping individuals and businesses achieve financial security through personalized financial planning, including insurance, investments, and retirement solutions.
Nucor	Nucor and its affiliates are manufacturers of steel products, with operating facilities primarily in the U.S. and Canada.



Ohio Department of Public Safety	The Ohio Department of Public Safety's (ODPS) dedication to saving lives, reducing crashes and administering Ohio's safety laws is unwavering.
Ohio Department of Transportation D9	Transportation maintenance of roadways
Phalen Leadership Academies	PLA provides customized support and tools to improve classroom instruction, maximize student learning, increase teacher retention, and achieve long-term academic improvement.
Premier Pest Control	Local and employee owned pest control company that provides great employment opportunities for students learning sales.
Prestera Center for Mental Health Services	We are the leading provider of quality supports and professional services for people with all kinds of behavioral health and substance abuse needs.
Quinn Consulting Services, Inc.	Quinn specializes in providing engineering, construction management and inspection services to transportation construction projects throughout the eastern United States.
Ramey-Estep Homes, Inc.	We are committed to providing comprehensive healthcare that addresses the physical, emotional, and behavioral health needs of all individuals we serve.
Select Medical	Select Medical is a nationally prominent, locally driven provider of outpatient physical rehabilitation, occupational medicine and specialized acute and post-acute care.
Service Wire Company	Service Wire is committed to producing the finest quality product, made in the USA, while providing quick and reliable service to the electrical distribution markets.
Southern Ohio Cleanup Company	SOCO works closely with other site contractors to provide a collaborative and integrated approach to D&D, cleanup, and risk reduction.
Southern Ohio Medical Center	Southern Ohio Medical Center (SOMC) is a 222-bed 501, not-for-profit hospital in Portsmouth, Ohio, providing emergency and surgical care, as well as a wide range of other health-care services.
Southern West Virginia Health System	We serve 5 counties (Lincoln, Boone, Kanawha, Logan, and Mingo)
Stantec	Stantec is a global leader in sustainable engineering, architecture, and environmental consulting.
State Electric Supply	Since opening in 1952, State Electric Supply Company has grown into one of the nation's largest and best-known electrical distributors; with hundreds of employees and 40 locations in 7 states.
Stratus Team LLC	Stratus is a multidisciplinary firm specializing in engineering, architecture, interior design, and consulting.
Tata Consulting Engineers USA, LLC	Formerly known as CDI Engineering Solutions, Tata Consulting Engineers USA provides critical engineering services to industrial clients in the energy and chemicals sectors.
The Public Service Commission of West Virginia	The purpose of the Public Service Commission is to ensure fair and prompt regulation of public utilities; to provide for adequate, economical and reliable utility services throughout the state; and to appraise and balance the interests of current and future utility service customers with the general interest of the state's economy and the interests of the utilities.
The Sherwin-Williams Company	At Sherwin-Williams, our purpose is to inspire and improve the world by coloring and protecting what matters.
The Shield Co Marketing	The Shield Co Marketing is passionate about providing immersive internships in sales, marketing, and leadership.
The Summit Bechtel Reserve	We offer career-starting and resume-building experience with transferable skills, including, but not limited to, management, hospitality, aerial/wheels/aquatic/shooting sports, emergency operations, and more! Internships are also available!
The Thrasher Group, Inc.	Thrasher is a full-service architecture, engineering, and field services consulting firm with a rich resume of project success all throughout the Mid-Atlantic region.
The Village at Riverview Senior Living	Independently owned and operated 54 unit Assisted Living community.
Thompson & Litton	From our original staff of seven, we have grown to over 100 employees in nine offices, offering an array of engineering, architectural, surveying, planning and construction services.
Triad Engineering, Inc.	Triad is a dynamic employee-owned firm of engineers and scientists who take pride in providing practical solutions to meet your project needs and exceed your expectations.
Triton Construction, Inc.	We engage in heavy civil/highway construction, airport rehabilitation, underground utility services, water & wastewater treatment plant, and site development projects throughout West Virginia, Maryland, Kentucky, Virginia, and Ohio.
Turner Construction Company	Turner is an international construction services company and is a leading builder in diverse and numerous market segments.
U.S. Navy	America's Navy is approximately 450,000 Sailors, 300 ships and submarines, and 3,700 aircraft strong; we defend with honor, courage, and commitment every hour of every day.
USI Insurance Services	USI is a leading insurance brokerage firm with over 10,500 professionals in 200 offices nationwide, specializing in risk management and employee benefit solutions.
Valley Health Systems, Inc	Valley Health operates over 40 healthcare facilities and is home to medical experts who provide care in family medicine, women's health, dentistry, internal medicine, ear, nose and throat, optometry, pediatrics and behavioral health.
Village Caregiving, LLC	Our caregivers provide basic home care services, supporting clients who need assistance with activities of daily living.
Virginia Department of Forensic Science	The Department of Forensic Science (DFS) is a nationally accredited, independent forensic laboratory system, established by Virginia law, that performs scientific analysis and examination of evidence in criminal matters as requested by state and local law enforcement agencies, medical examiners, and Commonwealth's Attorneys in Virginia, and as ordered by a court upon request of the defense.
Wayne County Schools	Wayne County Schools will provide all students, Pre-K-12, with personalized support needed to ensure graduates are college and/or career ready for the 21st Century global society.

West Virginia Department of Agriculture	The mission of the West Virginia Department of Agriculture is to protect plant, animal and human health and the state's food supply through a variety of scientific and regulatory programs.
West Virginia Department of Education	Nurturing and inspiring West Virginia's children to embrace their potential and make a difference in the world.
West Virginia Department of Health and HR	We offer challenging jobs with a competitive benefits package.
West Virginia Department of Health Facilities	William R. Sharpe, Jr. Hospital is a 200-bed acute care psychiatric facility with full accreditation from The Joint Commission on Accreditation of Healthcare Organizations.
West Virginia Division of Corrections and Rehab	The WVDCR operates facilities across the state from community corrections up to maximum security for all ages.
West Virginia State Auditor	The State Auditor's Chief Inspector Division ensures that financial accountability is present at the local level of government by annually conducting and overseeing over 1400 financial audits of counties, municipalities, boards of education and other miscellaneous local boards and authorities.
West Virginia State Treasurer's Office	The State Treasurer is the chief financial officer for the state and is responsible for overseeing the state's operating funds, monitoring the state's debt and performing additional banking and accounting duties as prescribed by state law.
West Virginia University College of Law	With a focus on justice, ethics, and professionalism, WVU Law offers practice-ready experiences through clinics and externships, guided by professors who are accomplished attorneys and distinguished legal scholars.
Whiting-Turner Contracting Company	Whiting-Turner provides construction management, general contracting, design-build and integrated project delivery services on projects small and large for a diverse group of customers.
Worley	Worley is a global professional services company of energy, chemicals and resources experts headquartered in Australia.
WSAZ NewsChannel 3/Gray Media Group	Gray Media Group is a television broadcast company headquartered in Atlanta, Georgia, that is one of the largest owners of television stations in 113 television markets broadcasting almost 400 affiliates including nearly 150 affiliates of the CBS/NBC/ABC/FOX networks, as well as other networks and program streams.
WV Department of Transportation	The West Virginia Department of Transportation (WVDOT) is comprised of the Division of Highways (DOH), Division of Motor Vehicles (DMV), and Multimodal Division (including: Port Authority, Rail Authority, Aeronautics, Parkways, Economic Development, and Tourism Authority (W.V. Turnpike)).
WV Offices of the Insurance Commissioner	We are committed to providing comprehensive healthcare that addresses the physical, emotional, and behavioral health needs of all individuals we serve.
WVU Medicine	WVU Medicine is West Virginia University's affiliated health system, West Virginia's largest private employer, and a national leader in patient safety and quality.
WVU Medicine- Thomas Hospitals	At WVU Medicine Thomas Hospitals, we are bringing WVU Medicine's commitment to superior healthcare close to home.
ZMM Architects and Engineers	ZMM Architects & Engineers is an integrated award-winning design firm with offices in Blacksburg, VA, Charleston, WV, Martinsburg, WV, and Marietta, OH providing professional services throughout West Virginia, Virginia, and Ohio.

# QUESTIONS STUDENTS COULD ASK

## Freshmen (Exploring Options & Building Networks)

- What qualities do you look for in interns or entry-level employees?
- Do you offer job shadowing, informational interviews, or mentorship programs?
- What are some ways I can start preparing for a career in [industry]?
- What skills should I focus on developing during my time in college?

## Sophomores (Building Experience & Gaining Skills)

- Do you offer internship opportunities for sophomores?
- What are the best ways for students to stand out when applying for internships?
- How does your company support early-career employees in skill development?
- What types of projects do interns typically work on at your company?
- Are there specific courses or certifications you recommend for students in [major/industry]?

## Juniors (Internships & Preparing for the Job Market)

- What internship opportunities do you have for juniors?
- Do you offer rotational programs or leadership development programs?
- What does your hiring process look like for interns transitioning into full-time roles?
- What soft skills and technical skills are most important in your field?
- How can I make the most out of an internship at your company?

## Seniors (Job Searching & Making Career Decisions)

- What entry-level positions are you currently hiring for?
- What do you look for in a strong applicant for full-time roles?
- Can you describe the company culture and growth opportunities?
- How can a recent graduate make a smooth transition into the workforce?
- What advice do you have for seniors entering the job market?

## Graduating in May (Job Offers & Application Process)

- What are the next steps in your hiring process for full-time roles?
- What is the timeline for hiring and onboarding new graduates?
- How do you see your company evolving over the next few years, and what opportunities might arise?
- Do you have any professional development programs or tuition reimbursement?
- What makes a candidate stand out during the interview process?



Office of  
**CAREER  
EDUCATION**