

JUNIOR SENIOR CAREER EXPO WELCOME PACKET



This packet shares:

- Employers registered to date and a company description
- Links to their website career pages if provided
- Tips on how to “Work” a Career Expo
- A sample job application for you to complete and bring with you to ensure you have all the necessary information to share with employers
- A sample resume

THURSDAY, MAY 23

Alstom Transportation
American Rock Salt
Arc GLOW
Barilla America NY
Carpenters Local 276
Coast Professional
Companion Care of
Rochester
D.P. Tool & Machine
Genesee Construction

Meet with representatives from:

Kraft Heinz
Lakelands Concrete
Products
LandPro Equipment
Lifetime Assistance
Livingston Associates
Livingston County
Sheriff's Office

Livingston County
Workforce Development
LMC Industrial Contractors
Local 13 Plumbers,
Pipefitters, and Service
Techs
Milton Cat
New York State Police

Noyes Health
Once Again Nut Butter
Partyman Catering
Power & Construction
Group
Rochester Regional Health
The Livingston County
Center for Nursing and
Rehabilitation
Wegmans

PRESENTED BY:



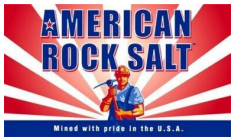
PARTICIPATING EMPLOYERS

Click on logo to visit employer website or career page if provided.



**1 Transit Dr.
Hornell, NY 14843**

From high-speed trains, metros, monorails, trams, to turnkey systems, services, infrastructure, signalling and digital mobility, Alstom offers its diverse customers the broadest portfolio in the industry. With its presence in 63 countries and a talent base of over 80,000 people from 175 nationalities, the company focuses its design, innovation, and project management skills to where mobility solutions are needed most.



**5520 Route 63
Mt. Morris, NY 14510**

American Rock Salt in the single largest producing salt mine in the US. The company was founded in 1997 and has been mining salt for over 25 years. ARS is one of the largest private employers in Livingston County.



**18 Main St.
Mt. Morris, 14510**

Arc GLOW is a private, not-for-profit organization founded by parents and friends of people with intellectual and developmental disabilities. We serve individuals with a variety of disabilities including autism, cerebral palsy, Down syndrome, epilepsy, and neurological conditions. We are the result of a merger in 2021 between the Arc of Genesee Orleans and the Arc of Livingston-Wyoming. As a result, our name, Arc GLOW, is an acronym for the counties we serve: Genesee, Livingston, Orleans and Wyoming.



**100 Horseshoe Blvd.
Avon, NY 14414**

Barilla is an Italian family-owned food company. Established in 1877, it's now an international Group present in more than 100 countries. A world leader in the markets of pasta and ready-to-use sauces in continental Europe, bakery products in Italy and crispbread in Scandinavia, the Barilla Group is recognized worldwide as a symbol of Italian know-how.



**150 Court St.
Geneseo, NY 14454**

CCOR is a family owned and operated Licensed Home Care Services Agency, Fiscal Intermediary, and Care Management Agency providing quick responses and quality services for older adults and individuals with disabilities. We offer a variety of services including companionship, hands-on personal care, nursing services, and care management. We strive to provide the best possible home care in Western NY, with fully licensed, bonded and insured staff for every case.



**4273 Volunteer Rd.
Geneseo, NY 14454**

Coast is a top-performing call center services company that specializes in onshore omni-channel solutions (all platforms, channels and devices), accounts receivable management, and back-office functions for public and private entities.



**5638 Tec Dr.
Avon, NY 14414**

At D.P. Tool, a manufacturing company, we are continually on the edge of new challenges and technology. We have spent the last decade recruiting the most talented people, investing in the newest Mazak Technology, Automation, Robotics, and partnering with some of the best corporations in the industry. Our experts have diverse machining / turning backgrounds and a wealth of industry experience providing the knowledge to manufacture precision components.



**7673 Groveland Station Rd.
Dansville, NY 14437**

A commercial general contractor, Genesee Construction has been expertly preparing sites, constructing breathtaking buildings, and standing behind every beam and balcony since 1996.

PARTICIPATING EMPLOYERS

Click on logo to visit employer website or career page if provided.



**140 Spring St.
Avon, NY 14414**

A food manufacturer, The Kraft Heinz Company is the third-largest food and beverage company in North America and the fifth-largest food and beverage company in the world, with eight \$1 billion+ brands. A globally trusted producer of delicious foods, The Kraft Heinz Company provides high quality, great taste and nutrition for all eating occasions whether at home, in restaurants or on the go.



**7520 East Main St.
Lima, NY 14485**

An architectural and precast concrete products manufacturer, our tradition of Teamwork, Quality, Commitment, and Customer Service are the core values of our business. Our team takes pride in partnering with designers, municipalities, utility companies, contractors of all magnitudes, and end users to provide the best possible precast solutions for projects and ventures. Our plant is the only architectural PCI Certified facility in the region and serves the Northeastern United States.



**4540 West Saile Dr.
Batavia, NY 14020**

LandPro Equipment is the authorized John Deere dealer for Western New York, Eastern Ohio, and North West & Central Pennsylvania, including the Buffalo, Jamestown and Erie metro areas. We specialize in agriculture, lawn & garden and light industrial equipment. We provide John Deere products that help make outdoor living easier and more enjoyable.



**425 Paul Rd.
Rochester, NY 14624**

We support and service people with intellectual and developmental disabilities to help them achieve their full potential and be immersed in the community. Combining our expertise and training with an understanding of clients desires and needs, we facilitate person-centered plans that to foster independence, dignity and success.



**80 West River Rd.
Scottsville, NY 14546**

Provides construction consulting and staffing solutions for clients, offering a wide range of skilled trades opportunities and more.



**Livingston County Sheriff's Office
4 Court St.
Geneseo, NY 14454**

We represent the highest order of law enforcement in the County and answer directly to the people and are, therefore, subject to the highest standards of communication, fiscal responsibility, and moral codes. We are honored to uphold the values that each community member holds near and dear to their hearts. We are oriented to the community that we serve to provide the best in public safety. We believe strongly in open communication and transparency.



**6 Court St.
Geneseo, NY 14454**

The Office of Workforce Development is your one-stop source for employment, training and recruitment assistance in Livingston County. Our Geneseo Career Center provides an array of workforce resources to both job seekers and employers.



**9431 Foster Wheeler Rd.
Dansville, Ny 14437**

LMC Industrial Contractors was founded in 1982 by Lawrence Mehlenbacher in Avon, New York as a mechanical contracting company focused on process piping. In the early 1990's, LMC became heavily involved in fabrication and industrial contracting projects, which became the focus and direction of the company moving forward.



**1850 Mt. Read Blvd.
Rochester, NY 14615**

The Plumbers, Pipefitters and Service Techs of Local 13 are vital to many industries throughout the Western Central New York and the Finger Lakes Region.

PARTICIPATING EMPLOYERS

Click on logo to visit employer website or career page if provided.



**4610 East Saile Dr.
Batavia, NY 14020**

Whether you are just starting your career or looking to advance in your current one, Milton CAT is a great place to earn, learn, and grow. As the exclusive dealer of Caterpillar earthmoving and power generation equipment in the Northeast, you will be putting your skills to work alongside industry leaders while contributing to your community's infrastructure.



**New York State Police
1569 Rochester Rd.
Farmington, NY 14425**

The New York State Police has a long and proud history of serving the citizens of New York since 1917. Our mission, to serve, protect and defend the people of New York, while preserving the rights and dignity of all.



**North Atlantic States Regional Council
Carpenters Local Union 276
21 Jet View Dr.
Rochester, NY 14624**

Proudly representing over 2000 men and women carpenters across WNY. We provide the training and job



**111 Clara Barton St.
Dansville, NY 14437**

Noyes is a health-care system that's both in and of the community. We live, work, and raise our families here. Our colleagues and our patients are our friends and neighbors. The level of caring and personal attention you'll experience here is without equal. We provide the kind of care we would choose for ourselves, our families, and our friends. Noyes provides comprehensive, compassionate, community-based care.



**12 South State St.
Nunda, NY 14517**

Manufacturer of Natural and Organic Nut Butters. Our Mission: We (employee-owners of OANB) produce superior products for our customers. Committed to sustainability and we spread integrity.



**1515 West Henrietta Rd
Avon, NY 14414**

Event catering and catering venue management.



**96 River Rd.
Scottsville, NY 14546**

Power and Construction Group is a utility contractor offering a complete range of services for gas and electric utilities, telecommunication companies, municipalities, educational facilities as well as commercial and industrial customers.

ROCHESTER REGIONAL HEALTH **100 Kings Highway South
Rochester, NY 14617**

Rochester Regional Health serves the diverse upstate NY communities of greater Rochester and the Finger Lakes region. Our health system brings together the resources and skills of nearly 20,000 employees in an integrated network providing nationally recognized, community-focused services. Stop by my table to learn more about careers in Healthcare!



**Livingston
County | NY**

**The Livingston County
Center for Nursing and
Rehabilitation
11 Murray Hill Dr.
Mt. Morris, NY 14510**

The Livingston County Center for Nursing and Rehabilitation offers 24-hour skilled nursing services ranging from short-term, post-acute rehabilitative care to traditional long-term care. Residents receive care in a manner that addresses the needs of the individual. We focus on turning individual potential into ability, discomfort into comfort. We strive to promote an atmosphere with activities that involve friends, family, volunteers, and pets in creating a homelike environment for residents.



**1885 Chili Ave.
Rochester, NY 14624**

WE are a food market where YOU make the difference. Join us to find the support you need to grow personally, express your individuality, and create change in your community.

How to Work a Career Expo

A Career Expo allows you to put yourself in front of employers who are hiring, make a good impression, and **work to get an interview that could land you a JOB!**

1. Look your best!

Three-piece suits and professional dresses are NOT required. **MEET THE BASICS TO MAKE A GOOD IMPRESSION:**

- Make sure you **have good personal hygiene**: hair washed and brushed, teeth brushed, deodorant, LIGHT perfume or cologne, if any
- **Clean, appropriate, not wrinkled clothes that send a positive message** (appropriate logos, proper lengths if shorts or skirt, etc.)
- Avoid hats and hoodies
- **THE FIRST 60 SECONDS MATTER – MAKE A GOOD IMPRESSION**

2. Introduce yourself.

Ask some questions – this is easier to do if you have taken the time to look into the company ahead of time using the logo links to employer websites on the PARTICIPATING EMPLOYERS pages

- **Approach employer tables with a smile, offer a good handshake, and introduce yourself!**
- **Make good eye contact, keep your head up, and keep your shoulders back**

3. Ask questions and offer insight into your skills.

Career Expos are a two-way street. Employers want to get to know you, and you want to get to know them, to determine if you would be good matches for one another. For example, ask:

- **CAN YOU PLEASE TELL ME WHAT YOUR COMPANY DOES AND THE TYPES OF JOBS YOU ARE HIRING FOR?**
- **WHAT DO THESE JOBS ENTAIL?**
- **CAN YOU TELL ME ABOUT THE WORK ENVIRONMENT, HOURS, ETC.?**
- **WHAT DO YOU, THE REPRESENTATIVE, LIKE THE MOST ABOUT WORKING FOR THIS COMPANY?**
- **MONEY SHOULD BE THE LAST THING YOU INQUIRE ABOUT, IT IS BETTER TO WAIT FOR THE EMPLOYER TO SHARE THAT INFORMATION FIRST!**

4. Ask about what the process is to apply for a job – be prepared with the information you need to complete an application or share a resume.

The materials included in this packet include a sample application for you to complete and bring with you as a guide, as well as a sample resume from which to create your own (bring copies to share if asked). See your counselor or a teacher if you need help completing them.

5. Thank the employer for their time and then ask for a business card.

Saying thank you seems like common sense, but when we're nervous, it's easy to forget. A business card allows you to write a nice follow up email. Do that from your home email address as the employer will be blocked by your school email.

Sample Employment Application

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email: _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Employment Desired: ☐ Full Time ☐ Part Time

Hours Available

From: Monday Tuesday Wednesday Thursday Friday Saturday Sunday

To: _____

Are you a citizen of the United States? YES ☐ NO ☐ If no, are you authorized to work in the U.S.? YES ☐ NO ☐

Have you ever worked for this company? YES ☐ NO ☐ If yes, when? _____

Have you ever been convicted of a felony? YES ☐ NO ☐

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

References

Please list three references.

Full Name: _____ Relationship: _____

Email: _____ Phone: _____

Address: _____

Full Name: _____	Relationship: _____
Email: _____	Phone: _____
Address: _____	

Full Name: _____	Relationship: _____
Email: _____	Phone: _____
Address: _____	

Previous Employment

Company: _____	Phone: _____
Address: _____	Supervisor: _____
Job Title: _____	Starting Salary: \$ _____ Ending Salary: \$ _____
Responsibilities: _____	
From: _____	To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference?	<div style="display: inline-block; text-align: center; width: 40px;">YES <input type="checkbox"/></div> <div style="display: inline-block; text-align: center; width: 40px;">NO <input type="checkbox"/></div>

Previous Employment

Company: _____	Phone: _____
Address: _____	Supervisor: _____
Job Title: _____	Starting Salary: \$ _____ Ending Salary: \$ _____
Responsibilities: _____	
From: _____	To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference?	<div style="display: inline-block; text-align: center; width: 40px;">YES <input type="checkbox"/></div> <div style="display: inline-block; text-align: center; width: 40px;">NO <input type="checkbox"/></div>

Drivers License

Do you have a NYS License	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, the number is: _____
Expiration date _____			

Certification

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

Angela Smith

Graduating High School Senior

123 Main Street
Your City, ST 12345
(123) 456-7890
no_reply@gmail.com

Motivated, hardworking learner with strong work ethic and good communication skills seeks employment with a company that offers rewarding opportunities with training and upward mobility.

EDUCATION

Your Local High School, Your Town - *Regents Diploma*

Anticipated Graduation Date June 29, 2024

Genesee Valley BOCES, C. G. May Center, Mt. Morris - *Cosmetology*

Anticipated Graduation Date June 22, 2024

SKILLS

Reliable - Near perfect attendance record, missed only 6 days of school during my four years of high school. Consistently on time for work with a strong attendance record. Always on time for sports practice and never missed a game.

Team Player - Participated in group projects regularly throughout high school, listened carefully to the input of others, and completed tasks assigned to me. On the soccer field, worked with the team to execute plays effectively for best results, supported teammates through challenges and division, and encouraged positive attitudes.

Good Communicator - Working in groups, using both listening and speaking skills to ensure effective communication. Consistently served as a group presenter. Served as soccer team captain this past year and was responsible for making sure our team was motivated, teammates felt heard, and play was inclusive.

Problem Solver

EXPERIENCE

Pizza Paul, Geneseo, NY - *Counter Service and Food Prep*

MONTH 2023 - Present

- Work an average of 12 hours per week, more in the summer
- Answer calls, take orders, and prepare food
- Handle sales, process credit cards and operate cash register

EXTRA CURRICULAR AND AWARDS

Soccer, August 2020 - November 2023, Seasonally

National Technical Honor Society, Inducted May 2024