

CHAMPION

OF COLLEGE ACCESS AND SUCCESS

Elementary School Career Fair Toolkit

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About College for West Virginia

College for West Virginia (CFWV) offers FREE resources to help students and families plan, apply, and pay for education and training beyond high school.

Through the College for West Virginia initiative, the West Virginia Higher Education Policy Commission and the West Virginia Community and Technical College System make it easier for students and families to explore the state's wide range of financial aid and college planning programs.

Why Career Fairs are Important

Career days give students an up-close look at different career paths and allows them to connect their learning to the real world. By asking their neighbors, community members, and business partners to come into the classroom to share information about their careers and the education and training needed to be successful, students will be better informed when making their own decisions.

Planning Your Career Fair

Set Objectives

- Expose students to a wide range of careers
- Encourage curiosity about the world of work
- Help students understand how school connects to future careers

Create a Planning Committee

- Teachers
- School counselor
- PTO/PTA members
- Administrators
- Volunteers



Choose a Format

- Station Rotation – Guests at tables, students rotate
- Career Panels – Speakers in a classroom or auditorium
- Classroom Visits – Guests rotate between classes
- Career Week – Spread over several days

Pick a Date and Venue

- Spring semester
- Use gymnasium, library, or classrooms

Recruiting Career Guests

Ideal Guest Profiles

- Parents or relatives of students
- Local business professionals
- First responders
- Artists, tradespeople, and community leaders

Invitation Template

- Event overview and goals
- Time commitment (typically 1-2 hours)
- Expectations (bring props, dress in uniform, speak age-appropriately, hands on activities)

Example: “We’re excited to invite you to share your career with our students (School Name) Career Fair! We hope you’ll join us in inspiring the next generation...”

Materials and Prep

For Guests

- Career Fair Presenter Guide (with age-appropriate tips)
- Table sign with name and job title
- Sample questions (e.g., “What tools do you use?” or “What do you like most about your job?”)
- Small giveaways or visual aids (badges, gear, samples)

For Students

- “Career Explorer” passport (stamp or sticker at each booth)
- Graphic organizers:
 - “What I learned about this job”
 - “Would I like this career? Why or why not?”
- Reflection sheet for after the event

For Teachers

- Pre-event activities (career-themed read-alouds, drawing your future job)
- Career vocabulary list
- Post-event writing prompts or art projects

Promotion and Communication

Within School

- Posters and countdown signs
- Morning Announcements
- Class newsletters

For Families

- Invitation to attend or volunteer
- Career Guest Sign-Up Form (paper or online)
- Dress-up day ideas (career costume day)

Day- Of Checklist

- Tables & signage set up
- Check-in station for guests
- Greeter & guides (student helpers)
- Timekeeper or bell for rotations
- Water/snacks for presenters
- Photos (with permission)



Career Fair Guest Sign-Up Sheet

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Please complete the form below if you are interested in presenting at our school career fair.

Full Name: _____

Phone Number: _____

Email Address: _____

Job Title: _____

Company/Organization: _____

Brief Job Description: _____

Any equipment/props you plan to bring: _____

Preferred Presentation Format: (circle one) Table / Panel / Classroom Visit

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Career Fair Table Sign Template

Job Title: _____

Presenter: _____

Company/Organization: _____

Print this and place it on your table.

Career Guest Invitation Template

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Dear [Guest Name],

We're excited to invite you to share your career with our students at the [School Name] Career Fair! We hope you'll join us in inspiring the next generation by telling them about your job, showing tools or props you use, and answering student questions. Your participation helps students understand the connection between school and future careers.

Event Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

Thank you for considering this opportunity to make a lasting impact.

Sincerely,

[Your Name]

[Your Title/Role]

[Contact Information]

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Career Explorer Passport

Name: _____ Grade: _____

Instructions: Visit each station and ask a question. Write or draw what you learn.

Career Station 1:

What did I learn? _____

Would I like this job? Why or why not? _____

Career Station 2:

What did I learn? _____

Would I like this job? Why or why not? _____

Career Station 3:

What did I learn? _____

Would I like this job? Why or why not? _____

Career Station 4:

What did I learn? _____

Would I like this job? Why or why not? _____

Career Station 5:

What did I learn? _____

Would I like this job? Why or why not? _____

Career Fair Reflection Sheet

Name: _____ Grade: _____

1. What was your favorite job you learned about today? Why?

2. What tools or equipment did you see?

3. What job would you like to learn more about?

4. How does school help prepare you for a career?

Thank You Card Template

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Dear [Guest Name],

Thank you for coming to our Career Fair and sharing your job with us. I really enjoyed learning about what you do. It was fun to see your tools and hear about your daily work. You helped me think about what I might want to do when I grow up!

Sincerely,
[Student Name]

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Social Media Guide

Social media is an excellent way to recognize your students and share your school's work with the community. You can also use social media to engage students and families and build excitement for your Career Fair.

Tag It:

Just like an in-person conversation, it's hard to participate if you can't follow what's happening. Hashtags and mentions make it possible to find and follow posts from a wide variety of sources and link together the conversation. For college access and success efforts, the following hashtags can be used:

- ✓ #CollegeBound
- ✓ @CFWV

CFWV Social Media Channels:

- ✓ **Facebook:** www.facebook.com/collegeforwv
- ✓ **X:** www.x.com/cfwv
- ✓ **Instagram:** www.instagram.com/collegeforwv

