Classroom Presentations

The following topics may be customized and presented in your classroom by contacting the Career and Advising Center at Extension 2551

Quick Overview of Career and Advising Services (5-15 minute overview)
- Overview of services available to students
- Assessments, career planning and exploration, resources
- Job Search preparation, resume review

How to Choose a Major or Program of Study
- Quick assessment and description of career interest areas
- Classroom activities on related careers and programs
- Websites to explore majors

Researching Careers
- Current trends in occupational growth rates and wages
- Websites
- Can be a customized presentation for any particular field of study
- Internet information related to skills, training, and aptitudes required for occupations

Tapping into the “Hidden Job Market” to get a Job
- How to conduct informational interviewing and networking
- Identify your target jobs, research companies
- Use the internet productively
- Compose a 30-second “personal ad”

Interviewing Skills and Mock Interviews
- Techniques and tips for winning the job
- Questions employers may ask; good questions to ask employers
- Interview preparation
- Professional image

Resumes That Work
- Customized overview of resume writing tips geared to your field
- Formats, skills, action verbs
- Electronic resumes

Personal Portfolio Development
- Identify your competencies and learn how to gather artifacts
- Organize a portfolio and access electronic portfolio website
- Presenting your portfolio

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