

DON'T CANCEL THAT CLASS PRESENTATION DESCRIPTIONS

As of January 2025

GENERAL

Your Career Hub: An Overview of the Career and Professional Development Center

Time Limit: 30 minutes

Audience: Freshman, Sophomores, Juniors, Seniors, & Graduate Students

This presentation will provide a brief overview of the services, programs and resources available in the Career and Professional Development Center. Participants will be introduced to our web site and resources that can help with choosing a major, exploring occupations, locating internships, preparing for graduate school, the job search process, and attending our events.

CAREER PLANNING

Career Planning Process

Time Limit: 50 minutes

Audience: Freshman & Sophomores

Students will be introduced to the career planning process and the resources available in the Career and Professional Development Center that can help them to carry out their career plans.

Graduate School: Are You Ready?

Time Limit: 50 minutes

Audience: Sophomores, Juniors & Seniors

Deciding on whether or not to attend graduate school can be difficult. Pursuing a graduate or professional degree requires a significant investment of time and resources. This workshop will help students explore key factors to consider, provide an overview of a typical application process, and introduce them to the graduate school resources available in the Career and Professional Development Center.

Choosing a Major

Time Limit: 50 minutes

Audience: Freshman & Undecided Sophomores

Students will discuss the myths associated with choosing a major and factors that make choosing a major difficult. A model for making career choices and decisions will be reviewed. Participants will learn about resources that can further assist them in choosing a major.

INTERNSHIPS

Beyond the Classroom: Securing Your Dream Internship

Time Limit: 50 minutes

Audience: Freshman, Sophomores, Juniors, Seniors, & Graduate Students

How do you get a job without experience? How do you get experience without a job? Students will be introduced to the internship resources available in the Career and Professional Development Center. Resources include electronic internship databases and website search engines.

Beyond the Classroom: How to Succeed in an Internship

Time Limit: 50 minutes

Audience: Freshman, Sophomores, Juniors, Seniors, & Graduate Students

Students will become familiar with the advantages associated with internships and discuss strategies for making the internship experience beneficial.

JOB SEARCH

Unlock Your Potential: Job Interviews

Time Limit: 50 minutes

Audience: Freshman, Sophomores, Juniors, Seniors, & Graduate Students

Students will learn how to effectively communicate during an interview in an effort to produce a positive outcome. Participants will become familiar with the stages of a typical interview, the different types of interviews, and the major mistakes made in interviews and how to avoid them.

Unlock Your Potential: Writing Cover Letters

Time Limit: 30 minutes

Audience: Freshman, Sophomores, Juniors, Seniors, & Graduate Students

Students will learn the basics of writing an effective cover letter, as well as, explore the various styles of business letters and thank you notes. Examples will be provided.

Unlock Your Potential: Elevator Pitch

Time Limit: 50 minutes

Audience: Freshman, Sophomores, Juniors, Seniors, & Graduate Students

Students will learn the essentials of crafting a compelling elevator pitch and explore strategies to tailor pitches for different audiences, build confidence in delivery, and practice communicating their value in 30 seconds or less.

Unlock Your Potential: Job and Internship Resources

Time Limit: 50 minutes

Audience: Freshman, Sophomores, Juniors, Seniors, & Graduate Students

This workshop introduces students to the Career and Professional Development Centers' online resources to search for jobs and internships. Participants will learn also how to use *Hawk Connect* to create an account, post their resume and search for jobs and internships related to their majors and career goals. Resumes must be saved in MS Word format.

Please note: This workshop requires access to a computer lab so participants can log into *Hawk Connect*.

Unlock Your Potential: Resume Writing

Time Limit: 50 minutes

Audience: Freshman, Sophomores, Juniors, Seniors, & Graduate Students

In this workshop, students will learn how to create a winning resume. Participants will be introduced to the different sections of a resume, resume styles, and resume formats. Examples will be provided.

Unlock Your Potential: Crafting a Standout Curriculum Vitae

Time Limit: 50 minutes

Audience: Graduate Students

Students will learn the key differences between a CV and a resume, the essentials of formatting and organization, and tips to tailor their CV for various fields and opportunities.