Presentation Request

Advising & Career Services works to help students develop an awareness of the process of choosing a major, exploring career options, and developing their professional skills and abilities. We offer a variety of presentation topics to classes, student groups and organizations, and residence halls. These presentations are also offered regularly in our office. Visit our website for the current schedule.

Date: ________________________________

Presentation Topic (see below): ____________________________________________

Name of Requestor: _______________________________________________________

Email: ____________________________ Phone: _________________________________

Class/Organization/Club/Residence Hall: ______________________________________

Location: __________________________

Preferred Date: ____________________________ Preferred Time: ________________

Audio Visual Availability: _________________________________________________

Estimated Attendance: _____________________________________________________

PRESENTATION TOPICS: (see reverse for descriptions)

- Resumes & Cover Letters
- Interviewing Techniques
- Internship Overview & Search Tips
- Networking & Informational Interviewing
- Job Search Strategies
- What Can I do with a Major in...?
- Myers-Briggs Type Inventory (MBTI)
- Strong Interest Inventory
- Scholarship/Fellowship Information Sessions
- Customized Presentation
Presentation Topic Descriptions:

- **Writing Resumes & Cover Letters** - 1 hour
  Get the latest information on how to effectively write and format job search documents, such as what information to include, how to create a targeted resume, and how to illustrate “fit” with a position.

- **Interviewing Techniques** – 1 hour
  Learn the basics of interviewing and begin to develop your interview skills in this introductory workshop. This workshop is great practice for those who are new to interviewing or haven’t experienced it in a while.

- **Internship Overview and Search Tips** - 1.5 hours
  This discussion-based workshop covers topics such as the benefits of doing an internship, search tips, informational interviews, networking, how to create your own internship. Q&A time is available.

- **How to Prepare for Career Fairs** – 1 hour
  Job and internship fairs are an excellent way to meet and network with potential employers and to discover the variety of opportunities available. Learn some tips from the experts on what to do and what not to do when attending a job fair.

- **Networking and Informational Interviewing** - 1 hour
  One of the best ways to gather information about what’s happening in an occupation or an industry is to talk to people working in the field. Informational interviewing and networking can help students learn more about career options, and in the process potentially be exposed to “hidden job or internship opportunities.”

- **What Can I do with a Major in...?** – 1 hour
  Any major may find employment in a variety of areas depending on their skills and experience. Career-related internships or career-related part-time jobs may be a prerequisite to finding professional-level employment after graduation. This workshop will help students explore their options.

- **Myers-Briggs Type Indicator (MBTI)** (3 sessions – 2 hours each)
  Learn how your personality and skills relate to potential majors and careers and how to explore fields that fit your type and interests. (You must attend all three sessions.) $20 materials fee.

- **Strong Interest Inventory** (2 sessions – 2 hours each)
  This assessment is a great tool for students who are uncertain about their major. It helps you understand how your interests can connect to possible majors, careers, and jobs. (You must attend both sessions.) $20 material fee.

- **National Scholarship Information Sessions** - 1 hour
  Learn about different prestigious national scholarship program opportunities.

- **Customized Presentation** – varies
  Presentations can also be customized to the needs of the class or group.