



Office of
**CAREER
EDUCATION**

Handshake

TYPES OF PRESENTATIONS AVAILABLE FOR REQUEST

All presentations take approximately 50 minutes.

OFFICE OF CAREER EDUCATION SERVICES

A presentation about the services provided by the Office of Career Education, including upcoming events and how to schedule an appointment.

CAREER EXPLORATION PRESENTATION

A Career Coach will talk with students and answer any questions they have about how to choose the right major/minor, change majors, go to grad school, and/or find employment.

CAREER READINESS PRESENTATION (NACE COMPETENCIES)

A presentation on how students can strengthen the eight most sought-after competencies for career readiness (according to employers). These categories include Critical Thinking, Communication, Teamwork, Technology, Professionalism, Leadership, Equity & Inclusion, and Career & Self Development.

DIGITAL PRESENCE PRESENTATION

A guided presentation on how to build online profiles for the highest visibility/impact. Includes an in-depth look at how to build a LinkedIn profile and develop networking connections.

DIGITAL PRESENCE WORKSHOP - CLASS ASSIGNMENT

Same presentation as above. Students are required to have their LinkedIn profiles reviewed and approved by an Office of Career Education staff member.

INTERNSHIPS PRESENTATION

Geared towards sophomores through senior level on how to find internships and jobs. We discuss how to identify what one wants to do with their degree, how to narrow down job search terms, and when and how to look for opportunities.

RESUME PRESENTATION

Presentation on how to build/organize a professional resume.

RESUME WORKSHOP - CLASS ASSIGNMENT

Same presentation as above. Students submit their documents on Handshake or via in-person appointments for review from the Office of Career Education.

PROFESSIONAL DOCUMENTS PRESENTATION

A presentation on how to write/format a professional resume, cover letter, and reference page.

PROFESSIONAL DOCUMENTS WORKSHOP - CLASS ASSIGNMENT

Same presentation as above. Students will submit their documents on Handshake or via in-person appointments for review from the Office of Career Education.

INTERVIEWING PRESENTATION

A presentation on how to prepare for a professional interview. Includes best practices, attire, common questions, and things to avoid.

INTERVIEWING WORKSHOP - MOCK INTERVIEW ASSIGNMENT

Same presentation as above. Students are given a set date (chosen by their instructor) to schedule/participate in a mock interview with the Office of Career Education in person or virtually via BigInterview. Students are typically given 2-4 weeks after the presentation to complete their mock interviews.