

## Career Success Presentations

Please review the descriptions below and then complete and submit the [request form](#).

- All presentations can be in virtual, in-person, or hybrid formats.
- Descriptions include a target audience and preferred length – these are recommendations only. We are adaptable and can work with you based on the needs of your group and the time you have available.
- We love presenting for our students and alumni! To best ensure we can be available when you need us, we recommend submitting at least **two weeks before** your class, meeting, or event date.

Call our office at 806-651-2345 or email [wtcareer@wtamu.edu](mailto:wtcareer@wtamu.edu) with any questions.

### What Can the Office of Career and Professional Development Do for Me?

There are a variety of services that the Office of Career and Professional Development offers for WTAMU students and alumni: career coaching and exploration, resume development, interview preparation, and more. This presentation provides an overview of services and encourages students to engage early and often to improve their career success.

**Approximate Length:** 30 minutes

**Ideal audience:** Freshmen

### Career Exploration

Choosing a major and planning for a future career is a process, not a destination with a finite ending point. Making good decisions depends on gathering good information. When developing a career plan, students need information both about themselves and career options. So, what types of information should they gather? Of course, most people think about interests and skills when they think about careers. "What do I like?" or "What am I good at?" There are also other things to consider such as work values and personality fit. "Who do I want to work with?" or "Where do I want to be in my career in five years?" Invite us to help students explore which aptitudes and interests can better assist in choosing a major and/or career path along with information about our newest assessment tool – YouScience!

We recommend students complete the YouScience assessment before attending and bring a copy of their results or a laptop to access YouScience results to best engage with this presentation.

**Approximate Length:** 45 min

**Ideal audience:** Freshmen, Transfer Students, Undeclared Students

## **Career Conversations**

Whenever students and employers are in the same room, magic happens! The Office of Career and Professional Development can identify employers within the industries relevant to students and invite them to send a professional star to your classroom. OCPD staff will lead a guided conversation to explore their career journey and learn about the company they work for now. We will encourage student questions and engagement along the way.

**Approximate Length:** 60 min

**Ideal audience:** ALL

## **The Value of Internships and How to Find Them**

This presentation encourages student involvement in internships and gives a step-by-step guide to pursuing an internship. Internship benefits are highlighted, including career confirmation, professional networking, and gaining practical experience for a resume. It also includes strategies to be proactive in the internship search.

**Approximate Length:** 45 minutes

**Ideal audience:** Freshmen, Sophomores, and Juniors

## **Resume Development OR Curriculum Vitae Development**

This workshop will assist students in developing or polishing a resume or CV. We strongly recommend this workshop for all students as they begin the job search process for part-time work, internships, graduate school applications, and post-graduation careers. We will cover what to include and what not to include, go over every vital element of a resume or CV, as well as demonstrate how to target a resume/CV for a specific position or school.

**Lecture Only Length:** 45 min

**Interactive Workshop Length:** 90 min

**Target audience:** ALL

## **Personal Branding Online and IRL**

Personal branding explores the face we present to the world, both in person and online. Explore ways to build an authentic brand and to share your own story to intrigue potential employers.

This presentation will cover professionalism considerations for your wardrobe, actions, and online persona, including LinkedIn. Leave with a to-do list to strengthen how you present yourself in networking and professional life.

**Lecture Only Length:** 60 min

**Interactive Workshop Length:** 90 min

**Ideal audience:** Sophomores, Juniors, Seniors, Graduate Students

### **Expand Your Circle, Expand Your Opportunities**

80% of jobs are found through the hidden job market and students' ability to access this market depends on the number of connections they build across their chosen industry and beyond. Networking is all about long-term relationship building. In this presentation, we aim to help students value the importance of building a professional network and begin to overcome the fears and lack of experience that hold them back.

**Approximate Length:** 45 min

**Ideal audience:** Sophomores, Juniors, Seniors, Graduate Students

### **Job and Career Research**

For those starting to build a list of exciting employers in their field and preparing for tailored resumes and interviews, learn the mysteries of job and career research with the help of staff who love to dig deep for professional opportunities. This presentation will explore:

- Search tips for popular job sites
- Clues to explore the hidden job market
- How to dig into a particular company to see whether to apply
- How to use research to prepare for an interview
- And a few places to look for ideas on where to start with job negotiations

**Approximate Length:** 60 min

**Ideal audience:** Sophomores, Juniors, Seniors, Graduate Students

### **Interviewing Insights**

Successful interviewees are those who spend time preparing and planning for the interview. In this workshop, you'll learn:

- The best way to prepare for the interview
- Strategies to make a positive impression during the interview

- How to research and answer questions
- Effective follow-up after the interview
- Appropriate dress
- Questions to prepare for and questions to ask

Students will also have the opportunity to practice answering commonly asked questions with a peer.

**Approximate Length:** 60 min

**Ideal audience:** ALL

### **Navigating Job Offers and Promotions**

Students will dedicate significant time and energy to their next career step, whether they are job searching or seeking promotions. So, they need to put in equal effort to prepare for when the offers come. Explore tools that will help students:

- Identify the market value of a job offer
- Consider financial needs and the cost of living
- Understand benefits offered by an employer
- Practice how to decide their bottom line
- Negotiate respectfully with a prospective employer

**Approximate Length:** 60 min

**Ideal audience:** Juniors, Seniors, Graduate Students, Alumni

### **Tips for Success in the First Year of a Job**

You've done it! You developed a great resume, nailed an interview, made it through negotiations, and now it's time for the first day of your new job. Now what?

We will discuss core skills that can help students make a positive impression for their coworkers and supervisors in the first year.

**Approximate Length:** 60 min

**Ideal audience:** Juniors, Seniors, Graduate Students, Alumni

## **Don't see a topic for you? Let us tailor it ...**

If you don't see the topic you had in mind or you're not sure what you and your group need, let us tailor something just for you! Fill out the complete form and tell us as much about your group as possible. Here are some examples of tailored presentations we have offered in the past:

- Leveraging LinkedIn
- Diffusing Drama: Professional Conflict Resolution
- CliftonStrengths for Career Development
- CliftonStrengths for Teams
- Professionalism for Student Workers
- Dining Etiquette
- Quinceañera overview