

Hidden Job Market

Seventy to eighty percent of all job openings are never posted! This presentation makes students aware the hidden job market and provides strategies for tapping into it. Students learn:

- why employers don't want to post their job openings.
- how employers conduct an informal job search.
- the key for tapping into the hidden job market.
- strategies to connect with employers outside of a formal job application.

This is an especially good presentation for upper-level students who will be in the job market soon.

Interviewing Insights

Successful interviewees are those who spend time preparing and planning for the interview. In this workshop, you'll learn: 1) The best way to prepare for the interview; 2) Strategies to make a positive impression during the interview; 3) Great Ideas for effective follow-up after the interview 4) Appropriate dress; and 4) Questions to expect and questions to ask.

Value of Internships and Strategies to Find Them

Walk away with specific strategies to start identifying employers and uncovering internship leads through networking and online searches. Academic credit is explained along with how to propose it to your academic department.

Job Search Workshop

Finding that 'perfect' job where one can add value to the company using one's education and skills while growing and improving professionally can be difficult. Let us share what we know about how best to begin and conduct an effective job search. Learn about how to research an organization, the importance of knowing yourself, and tips and strategies to actually conduct the search.

There's a lot of advice out there on how to write a resume, dress for success, and so on. Through this workshop, we can give students a head start over the competition.

Part-Time Job Search

Navigating the Part-Time Job Search" is designed for students looking for part-time jobs. We review how to use our online job database, "How to lose a job in 10 ways," interviewing skills and more.

Resume Development Workshop

This workshop will assist your students in developing a resume from scratch or polishing their current one. We strongly recommend this workshop for ALL students as they begin the job search process. A résumé today is not the "historical" document it was even 5-10 years ago, with the availability of personal computers, it has become a fluid and changing document which must be personalized and targeted whenever possible. Our workshop offers the basic tools necessary for developing an effective resume.

Social Media and the Job Search

Social media can be a double-edged sword. It increases one's visibility and reach way beyond the confines of a specific geographical location which is terrific for a student or new professional. However, it can be detrimental to those who do not approach it with caution and respect. This 20 minute presentation deals with developing and maintaining a professional online presence and offers a few tips on cleaning up one's "digital dirt."

Value of Internships and Strategies to Find Them

This program encourages student involvement in internships and gives a step-by-step guide to become involved in the WT Cooperative Education & Internship Program. Internship benefits are highlighted, including career confirmation, professional contacts, and gaining practical experience for a resume.

The program also includes strategies to be proactive in the internship search. These include knowing what you want to do, identifying and researching employers, informational interviewing, and networking.

What Can Career Services Do for Me?

There are four primary services that CS offers for WTAMU students and alumni: Career coaching, internships and full and part time job search assistance. The program's goal is to increase awareness of and utilization of CS services.

How to Use LinkedIn in Your Job Search

Social media is a given for students today, but many are missing out on this platform tailor made to assist them in their professional lives. This workshop will provide students with the basics of creating a LinkedIn profile as well as how to use it to effectively network for jobs, internships, or other career related information and leads.

How to Work a Job/Career Fair

This workshop is designed to help students make the most of any networking event, but particularly a job or career fair (whether on or off campus.) Tips on how to prepare, what to bring, what to wear (and not wear!), and how to approach the company recruiters are offered. In addition, information on how to follow up and make a memorable impression will be presented.

CliftonStrengths (BuffStrong)

Activities ranging from an introduction to CliftonStrengths to how an individual's unique set of strengths come into play in career decision making to more involved activities listed on WT's [BuffStrong website](#).

Using MyPlan To Create A Career Plan

Choosing a major and planning 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, that includes information both about you and about careers. So, what types of information about yourself should you 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?"

Design Your Life

Whether you have already selected a major, or are still unsure, Design Your Life can help you to not only plan one route for your life, but a plan A, plan B, and plan C. Be prepared for anything! Join us as we walk through different tips and tricks to better prepare you to live a well-designed life. NOTE: This can also be broken down into design thinking sections – Prototyping, Brainstorming, Odyssey Plans, The Five Mindsets, and more.

Quality Qualifications

Hands down, the qualifications (or profile or summary) section of the resume is THE MOST IMPORTANT SECTION! It is the place where job seekers detail for the employer the knowledge, skills, and abilities they possess that the job requires. Learn how to use this section of the resume, to prove to the employer why you should get an interview and how