

Career Development Presentations

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

- All presentations can be presented 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 the request form at least two weeks before the date of your class, meeting, or event.

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

PREPARED PRESENTATION TOPICS:

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

Target audience: Freshmen

Career Exploration

Choosing a major and planning for your 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, this 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?" Join us as we discuss how learning your aptitudes and interests can better assist you 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 to YouScience to best engage with this presentation.

Approximate Length: 45 min

Target audience: Freshmen, Transfer Students, Undeclared Students

The Value of Internships and How to Find Them

This presentation encourages student involvement in internships and gives a step-by-step guide to pursue 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

Target audience: Freshmen, Sophomores, and Juniors

Resume Development OR Curriculum Vitae Development

This workshop will assist students in developing a resume/CV or polishing their current one. 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/CV, as well as demonstrate how to tailor a resume/CV for a specific position or school.

Lecture Only Length: 45 min

Interactive Lecture Length: 1.5 hr

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.

Approximate Length: 1 hour

Target audience: Sophomores, Juniors, Seniors, Graduate Students

Job and Career Research

For those starting to build a list of exciting employers in their field for internships and future jobs, 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: 1 hour

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

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

Approximate Length: 1 hour

Target audience: ALL

Navigating Job Offers and Promotions

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

- Identify the market value of the position you have been offered
- Consider your financial needs and the cost of living where the new job is located
- Understand benefits offered by an employer
- Practice how to decide your own bottom line
- Negotiate respectfully with a perspective employer

Approximate Length: 1 hour

Target 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 you make a positive impression on your coworkers and supervisors in the first year.

Approximate Length: 1 hr

Target audience: Seniors, Graduate Students, Alumni

TAILORED CAREER PRESENTATIONS:

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, tell us as much about your group as possible, and select "other" to enter the topic you need for your students or team. Here are some examples of tailored presentations we have offered in the past:

- Leveraging LinkedIn
- CliftonStrengths for Career Development
- CliftonStrengths for Teams
- Professionalism for Student Workers
- Dining Etiquette