

Career Development Presentations

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

- All presentations can be presented virtually, in-person, or in a hybrid format.
- Descriptions include a target audience and preferred length – these are recommendations only. We are adaptable and can work with you based on students' needs and time available.
- Looking for experiential learning opportunities?
 - Watch for interactive options in Core Career Presentations with an asterisk in the *title.
 - The **Career Skills Studios** are recently developed and highly experiential options.
- 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.

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

CORE CAREER PRESENTATIONS

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

The Office of Career and Professional Development offers a variety of services for WTAMU students and alumni, including career coaching and exploration, resume development, interview preparation, and more. This presentation provides an overview of these 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 endpoint. Making good decisions depends on gathering good information. When developing a career plan, students need information about both 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 for the most impactful experience.

Approximate Length: 45 min

Ideal Audience: Freshmen, Sophomores, 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 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

Ideal 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 wardrobe, actions, and online persona, including LinkedIn. Leave with a to-do list to strengthen how to present yourself in networking and professional life.

Lecture Only Length: 60 min

Interactive Workshop Length: 90 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 the 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

CAREER SKILLS STUDIOS

Adaptable Interviewing

Forget memorized answers – interviews are conversations that build relationships. Through improv exercises and games, WT's Improv Agents will join your class or meeting to help students develop techniques to stay present and adaptable during interviews, with take-home tips for ongoing practice.

Encourage students to wear comfortable clothing that allows for movement and activities

Interactive Studio Length: 120 min

Ideal Audience: ALL

Dining Etiquette

Students are likely to encounter dining in professional settings, from interviews to networking. Students may not know how to navigate these situations and risk negatively impacting their career journey or experiencing undue anxiety. You provide a meal and seated dining – we provide guidance on avoiding faux pas.

Interactive Studio Length: 90 min

Ideal Audience: Juniors, Seniors, Graduate students, Alumni

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.

Interactive Studio Length: 60 min

Ideal Audience: ALL

LinkedIn Link-Up

In this hands-on studio, develop a strong LinkedIn profile to help recruiters and fellow industry experts find you. Student attendees will partner with **local professionals** to optimize keywords and explore best practices collaboratively.

- We will coordinate several local employers based on the number of students expected.
- Contact us at least **1 month in advance** to allow time to coordinate with relevant employers.
- Students attending should be encouraged to:
 - Dress to impress for this networking opportunity.
 - Create a LinkedIn profile several days in advance and bring their login to class.
- We can include a headshot station if you would like students to have new profile pictures.

Approximate Length: 120 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
- Professionalism for Student Workers
- How to succeed in your first professional job
- Quinnia overview for resumes and/or interviewing