

CAREER SERVICES CENTER PRESENTATIONS AND WORKSHOPS

Would you like students in your organization or department to be better prepared for the job/internship search and professional world of work? *Invite a Career Services Center staff member to present on a career-related topic!*

Presentation topics include:

- Grad School Application and Timeline
- Resume: The Marketing Tool
- The Winning Interview
- Marketing your Work Study Job on your Resume/During an Interview
- Networking 101
- Job & Internship Searching 101
- What Can I do with a _____ Major?
- Personality and Interest Assessments
- Applying to Graduate School 101
- Writing Your First Resume
- Transitioning from College to Work
- Online Social Networking: Having a Positive Web Presence
- **And More!** Presentations can be customized based on the needs of the audience.

Email the Career Services Center (csc@xavier.edu) at least 10 days in advance to request a presenter.

Our Services Include:

- Individualized Career Advising for Arts and Sciences and Social Sciences, Health and Education students (undergraduate and graduate)
- Career Assessment Instruments
- Resume & Cover Letter Review
- Interview Techniques & Preparation
- Major/Career Planning & Decision-Making
- Career Fairs
- Internship Opportunities
- Career & Life Planning Course (UNST 150-FM/SO)
- Job Search & Professional Prep Course (UNST 250-JR/SR)
- On-Campus Employment and Community Service Job Program
- On-Campus Recruiting
- Online Recruiting/Job Postings (eRecruiting)
- Videotaped Mock Interviews
- Career Resource Library

Walk-in Hours

Monday, Tuesday, & Wednesday: 1:30 - 3:30 PM
Thursday & Friday: 11:00 AM - 1:00 PM
*Walk-in Hours not offered during large campus events.



CAREER services CENTER

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