Don’t Cancel Class...
Career Development Services Can “Fill-In!”

Career Development staff is available to make in-class presentation or coordinate guest speakers. Simply check the presentation you would like, complete the form, and return to Career Development Services.

- **Job Search 101**: A crash course on the basics of the job search, this presentation covers resumes, cover letters, job hunting strategies, and professional attire. Presentation can be specialized to specific areas of study.

- **Interviewing**: All aspects of the employment interview process are covered, including commonly asked questions, researching employers, interview etiquette, and salary negotiation. (This is one of the most popular topics among students.)

- **Physician Lecture Series**: In partnership with the Lee County Medical Society, we can coordinate a physician to speak to your class. Topics range from anatomy to issues of ethics, getting into medical school and much more.

- **Managing Your Image Online**: In our technology driven society, “online image” is an extremely important part of the job search. Students will learn the best practices for professional email correspondence, social media, and personal websites.

- **Graduate School**: Ideal for students thinking about pursuing an advanced degree, this presentation takes the students through a step-by-step process to prepare them for the graduate school application process. Topics include writing personal statements, creating a resume/CV, and obtaining letters of recommendation.

- **Topic of Choice/ Speaker of Choice**: Career Development will work with you to specialize a presentation or speaker on the topic of your choice.

Name:________________________________________________________________________
Name of Class:___________________________________________________________________
Date and Time of Presentation:___________________________________________________
Contact Phone:__________________________________________________________________
Contact Email:___________________________________________________________________

*Please note that requests will be honored on a first come, first served basis. Career Development will make every effort to accommodate requests, but reserves the right to limit engagements based on availability and expertise of staff.*