



Career Services Workshop Presentations

The Career Services department offers many career and job search workshops designed to assist you with your career development. Workshops are available upon request to student organizations, campus-wide events, and professionals like you!

This is a fireside chat with students and alumni of University of Silicon Valley to engage with them on a wide variety of topics with various examples on this webpage.

Please fill out this form with information on when you might be available to do a *Chat with a Pro* for our students and alumni for 1 hour via Zoom or MS Teams. The events are held on Wednesdays from 12:00 pm – 1:30 pm, other days may be substituted based on the availability of the student body.

The timing of the event is as follows:

- 12:00 pm – 12:30pm we will perform an audio & video technical check and cover/answer any last-minute questions prior to the event
- 12:30 pm – 1:30 pm the students join the virtual session for the event! Guest speakers should reserve 12 pm – 1:30 pm

Requests should be submitted two weeks prior to the anticipated presentation date. We process requests as quickly as possible and will contact you, should we need any further information. While we try to accommodate each request, in rare circumstances we may not be able assist due to other engagements or conflicts.

Presentation Topics

- **Building a LinkedIn Profile:** Learn why LinkedIn is an essential personal branding tool, and explore how to utilize it for professional networking, the job search, and more.
- **Business Etiquette:** Introduces the basics of business etiquette and the importance of proper etiquette as it relates to interviewing and business situations.
- **Career Center Overview:** An ideal workshop to help students learn about The Career Services Department, including our services, programs, events, resources, and more!
- **Career Fair Strategies:** Tips for navigating a career fair, including strategies on what to do before, during, and after a networking event with employers.
- **Dress for Success:** Request this workshop for tips on making strong first impressions as it relates to interviewing and business situations.
- **Internship Search Strategies:** Learn methods, explore tools, and gain resources related to finding, selecting, landing, and making the most out of internships and experiential learning opportunities.
- **Interviewing:** Designed to help students learn how to prepare for the interview in terms of researching the employer, knowing what to expect in an interview, how to dress properly, how to combat anxiety, and more.
- **Job Search Strategies:** Provides an overview of key steps in the job search process, including job search myths, a discussion of various job search methods, essential job search tools and strategies, and how to make the process more manageable!

- **Personal Branding:** Effective professionals both understood and can communicate their value and unique assets (personal brand) to others in the world of work. This workshop provides an overview of the branding concept and engages students in exercises to help them begin creating their own personal brand.
- **Professional Communication:** Learn the importance of excellent oral and written communication skills while examining the do's and don'ts for emerging professionals.
- **Resume Critiquing:** Designed for individuals who have developed resumes and would like assistance in making them better! Students will have the opportunity to critique their own resume in a group format, with the help from the Career Services Director.
- **Resume Writing/Cover Letters:** Designed for students unsure of where to begin in writing a resume. We'll discuss the purpose of a resume, the various sections within a resume, different resume styles, and strategies for formatting. We can also include information about writing cover letters!
- **Social Media and the Job Search:** Optimize your job search by learning how to effectively use the most common social medial channels utilized by recruiters.

The format for this talk is very informal and we will limit registration to 25-30 students. Once you sign up, we will send a Zoom/Teams link for you to use. We want students to talk and interact with enthusiastic students and alumni.

Thank you!

If you have further questions, please reach out to the Director of Career Services at careerservices@usv.edu

PLEASE PROVIDE THE FOLLOWING INFORMATION:

First Name

Last Name

Which Wednesday from 12:30pm – 1:30pm?

LinkedIn Profile

Email

Phone Number

Presentation Topic