CLASS PRESENTATION OFFERINGS

Career Services offers Ivy Tech faculty a variety of presentation topics for their classrooms to educate students on career development and prepare them for the job market.

All Career Services staff has experience and expertise in career and professional development. Our professional staff will customize any of the listed workshops/presentations for your class.

Requesting a presentation at least two weeks ahead of time maximizes the probability that a staff member will be available for your workshop.

**Resume and Cover Letter Workshop**
Students learn about resumes, including their purpose and appropriate uses. They'll learn how to professionally construct a resume that markets relevant skills and experiences to employers. They'll also learn how to compose a cover letter that will attract an employer's attention and get their foot in the door.

**Interview Workshop**
This workshop teaches students techniques for effectively answering interview questions and making a great impression on prospective employers. Students are also introduced to InterviewStream, Career Services mock interview software, where they can practice recording their answers to over 1500 questions and playing back their responses. Links to taped interviews can be emailed to the instructor for review.

**First Impressions/Networking**
You get only one chance to make a good first impression. Learn the importance of making a good first impression and some simple things that a student can do to put his or her best foot forward.

**How to Choose a Major**
This interactive workshop is designed to assist students with the major/career selection process. Students will participate in a career assessment exercise and learn about the resources available to help them figure out what they really want to do and how to start doing it.

**Internships**
This workshop is designed to teach students about internship options, the value of career experience, and how to go about pursuing an internship opportunity. The presenter also talks about making the most of the internship experience.

**JobZone**
Overview of JobZone, Ivy Tech's online job board. This workshop shows, in detail, how to maximize the job board by uploading a resume into one of the many resume books or creating a job search engine.
Mock Interviews
Faculty members interested in requiring Mock Interviews as part of a course assignment should contact Career Services to arrange a schedule.

Using Social Media
This day in age social media is becoming the norm for networking, communicating and recruiting employers. Do you have a LinkedIn account? What about Facebook groups? Learn how social media could land you your dream job.

Customize Your Own Workshop
Don't see exactly what you're looking for? If you don't find what you are looking for, ask us. With advanced notice, our staff can develop a workshop to fit your needs.