



## Getting Started (25-minute Presentations)

### Overview of the Citadel Career Center

*Recommended Audience:* First-Years, Reserved for Leaders 101 (LDRS101)

*Presentation Summary:* A shortened version of the 50-minute career planning presentation, this short presentation covers our comprehensive resources, upcoming events, how to contact us, and how to make appointments with professional staff on Handshake.

### Focusing on the First Impression

*Recommended Audience:* First Years+

*Presentation Summary:* As the saying goes, "You never get a second chance to make a first impression." Making a first impression count is the hardest part of any new interaction - from meeting peers, professors, colleagues, or hiring managers, but after this presentation, students are prepared to make a great first impression. Students understand the uses of elevator pitches, utilize an Elevator Pitch Worksheet to formulate their "pitch," and then take time to practice with their peers.

### Job Search Strategies

*Recommended Audience:* First-Years+

*Presentation Summary:* Students waste hours searching for internships and jobs. This presentation helps students productively search for positions, utilizes CareerShift and Handshake as job boards, and reviews additional strategies for successful job searching. *Laptops are required.*

## Signature Courses (50-Minute Presentations)

### Overview of the Citadel Career Center

*Recommended Audience:* First-Years, Reserved for Leaders 101 (LDRS101)

*Presentation Summary:* The mission of The Citadel Career Center (CCC) is to support and engage students in their career journey by partnering with students in the process. This extended presentation covers our comprehensive resources, upcoming events, common misconceptions about career services, how to navigate our website, how to contact us and book appointments on Handshake, and they complete a Career Planning Worksheet. *Laptops are required.*

### Focusing on the First Impression

*Recommended Audience:* First-Years+

*Presentation Summary:* In this presentation, students learn the history of first impressions, gain an understanding of elevator pitches, and students use an Elevator Pitch Worksheet to formulate their "pitch" and then have time to practice two rounds with their classroom peers.



## Signature Courses Continued (50-Minute Presentations)

### **O\*NET Career Assessment**

*Recommended Audience:* First-Years, Reserved for Leaders 101 (LDRS101)

*Presentation Summary:* The Citadel Career Center's career assessment is O\*NET. This presentation is intended to introduce the platform and its uses and allow students time to complete the assessment and assignment and explore their results. *Laptops are required.*

### **16 Personalities Assessment**

*Recommended Audience:* First-Years+

*Presentation Summary:* After students have taken the 16Personalities Assessment, we will discuss how understanding one's personality can help in identifying strengths and potential career paths. Through interactive exercises outlining the MBTI (Myers-Briggs Type Indicator) dichotomies, we will discuss what our personalities mean in the world of work and when choosing a fulfilling career. *Laptops are required.*

### **Resume Basics**

*Recommended Audience:* First-Years+

*Presentation Summary:* Creating and/or updating resumes can be engaging and simple with our resume content. In this resume workshop, we spend half the class discussing hiring trends, resume sections, and how to tailor their resume for their industry. For the remainder of the class, we use the downloadable Citadel template to begin building a resume that passes our multi-point inspection. *Laptops are required.*

### **Job Search Strategies**

*Recommended Audience:* First-Years+

*Presentation Summary:* Students waste hours searching for internships and jobs. This presentation helps students productively search for positions, utilizes CareerShift and Handshake as job boards, and reviews additional strategies for job searching. *Laptops are required.*

### **Optimize Your Network!**

*Recommended Audience:* Sophomores+

*Presentation Summary:* Cracking the hidden job market through networking takes a little work! This presentation discusses commonly overlooked networking opportunities, optimizing LinkedIn for networking, the importance of building and maintaining professional relationships, and prepares students for common Citadel networking scenarios.

\*If you are interested in a LinkedIn Workshop to build a profile step-by-step, please email Kasey for a 25-minute virtual presentation link to supplement this presentation.



## Signature Courses Continued (50-Minute Presentations)

### Powerful Presentations

*Recommended Audience:* Sophomores+

*Presentation Summary:* Learn how to advance the keys to public speaking and presenting to different audiences through today's technology. The content for this presentation is preparing students to create presentations, giving tips for communicating their content, and showing how to engage the audience.

### Everyday Professional Practices

*Recommended Audience:* Sophomores+

*Presentation Summary:* How we communicate and present ourselves in person and online every day is a part of our personal branding, which naturally carries over into our professional lives. It is essential to understand professionalism, personal branding, core values, and standard work evaluation topics. This presentation helps students minimize the learning curve of leaving college and entering the workforce.

### Take Charge of Your Professional Resume (Upperclassmen)

*Recommended Audience:* Juniors+

*Presentation Summary:* Updating resumes might sound tedious and time-consuming, but it doesn't have to be! It's important to take charge of our resume by tailoring it to our ideal career industry. The content for this presentation has been adapted for juniors and seniors and their formatting differences. *Laptops are required.*

### Crash Course in Interviewing

*Recommended Audience:* Sophomores+

*Presentation Summary:* The Citadel students have transferable skills that employers are seeking. In this presentation, students learn how to articulate transferable skills through interviewing techniques. From preparing for the interview to properly answering behavioral questions using the STAR technique to implementing professional follow-ups, students will be confident for interviewing after this comprehensive and engaging crash course.

## Specialties (50-Minute Presentations)

### Careers with Security Clearance

*Recommended Audience:* First-Years

*Presentation Summary:* We know many internship and entry-level positions require security clearance from government or military positions to civilian contractors in government-related industries. In this presentation, we discuss the expectations for positions that require security clearances.