

Program Title	Program Description	2020-2021
Your Career Journey Starts Now!	The key to starting a successful career is to know where to begin with your career plan. This workshop explores the ideal timeline for career planning and the steps new students should keep in mind while preparing for the job search process. We will also explore the top skills employers are looking for and how students can develop those skills while in college and beyond. <i>(Target Audience: Freshmen & Sophomores)</i>	
Resume Writing 101	This is an in depth workshop that breaks down the components of a resume, steps to effective resume writing and an overall guide to formatting. Students will be provided with a generic resume template and will be encouraged to upload them to Saints Career Network for review. <i>**Can be tailored to specific majors** (Target Audience: All Students)</i>	
The Interview Process	This in-depth workshop covers each step of the interview process from preparing for the interview, to interview etiquette and how to follow-up. We will also address the different types of interviews, common interview questions and proper interview attire. <i>(Target Audience: All Students)</i>	
“They Loved Your GPA...Then They Saw Your Tweets...”	College students often do not realize the impact their digital footprint and social media presence can have on their job search process. In this workshop, we discuss the latest trends of hiring managers using social media to research candidates, how students can practice social media etiquette and how the power of social media can get you either hired or fired. Students will also be shown how to create a LinkedIn account. <i>(Target Audience: All Students)</i>	
Is Grad School Right for Me?	Before making the decision to go to graduate school, it is important for students to evaluate their reasoning and the potential benefits of an advanced degree in their career field. This workshop addresses questions students should ask themselves and information to help them decide if graduate school is the right direction for them. <i>(Target Audience: Juniors & Seniors)</i>	
Saints Career Network Demo	This presentation will provide an in-depth look at Saints Career Network – our online job portal for our students. Students will be shown how to create an account and how to use all the different features such as uploading a resume, registering for a career event and applying for a job. <i>(Target Audience: All Students)</i>	

PLEASE NOTE: You have the option to request that I present in person to your class or to use a recording of the workshop. Each presentation is recorded with commentary (closed captioning provided) from the Director of Career & Professional Development and are available for use by request only.