Dear Faculty Member,

We want to make you aware of the variety of services that Career Services offers. Our mission is to help students explore, discover, and connect their personal definition of career to the world of work. We do this through career counseling and assessments, internship development, and job search resources. It is very important that students connect with us on a continuous basis during their SLU career so that they are prepared for the world of work upon graduation.

One way that we can accomplish this is through **classroom presentations**. We have a variety of presentations available to you and would welcome the opportunity to come into your class. Some faculty invite us for a 10-minute “commercial” of our services. Others invite us for one or more presentations as part of a career awareness emphasis in their course.

Please take a few moments to review the presentation topics listed below and consider inviting us to share our expertise with your students.

If you would like to schedule a presentation, please **call 314-977-2828**.

Cordially,

Kim Reitter, Director, Career Services

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*Career Decision Making*
Since most Americans change careers three to five times, this presentation explains the process of career development.

*Job Search Strategies*
The job market is always changing, and this presentation can help students learn the key to finding that successful job.

*What is Career Services?*
This presentation gives students an overview of the many services available to them as they decide on a major and career.

*Deciding on the Offer*
Students will learn the basics about negotiating a salary and understanding a benefits package.

*Writing a Resume*
A resume and cover letter are the essential tools that introduce a student to the employer and precede an invitation to interview.

*1st Year on the Job*
Students learn about the workplace and how to stand out and make a good impression at that first job.

*Successful Interviewing*
This workshop takes students through the rigors of the interviewing process from dressing appropriately to favorite employer questions.

*Personality Types*
Students can take a personality assessment to understand how their personality can influence relationships and workplace issues.

*Professor's Choice*
Do you have a topic that you want us to address? We are available to tailor any career-related subject to fit your needs.