The Office of Career and Personal Development (OCPD) is pleased to offer a variety of career-related presentations during your scheduled class time. All these presentations can be delivered either in-person, virtually, or hybrid, and are customizable in terms of length of time, level of your student audience, unique needs, and format. Topics may also be combined as you would like into one presentation. Once your presentation is confirmed and a career presenter is identified, you may work with this individual directly to discuss the presentation in more detail.

To schedule a presentation in your classroom, please complete our Faculty/Staff Referral Form on our webpage (ben.edu/career) or find the link on top of the Center for Teaching and Learning page in D2L.

Who is this for?
Freshmen, sophomores, juniors, seniors, and graduate students.

When and where?
You let us know when your class meets, and we will try our best to have a staff member available to present. With advanced notice of two weeks, we can typically accommodate your class schedule.

What are the presentation topics?
We have a variety of presentations from which you can choose.

Classroom Presentation Topics

Overview of Career Services and Resources
This presentation informs students about what career services and resources are offered, and the benefits of using these services to position themselves to be a competitive candidate for their post-graduation plans. The OCPD provides many services including career assessments, career coaching, resume and cover letter writing assistance, internship and job search guidance, interviewing assistance, job and internship postings, employer recruitment events such as job fairs, and other educational seminars and workshops.

Resume Writing
This presentation covers the basics of resume writing including the goals of a resume, what skills and experiences go on a resume, appropriate resume formatting, and effective ways to market skills and experiences for maximum impact. Exercises such as peer resume reviews and individual or peer collaboration on crafting a branding or summary statement can be included in the presentation. Handouts on resume writing are available by each college and can be emailed to you for uploading to D2L. The basics of cover letters can also be discussed in this presentation.

Cover Letter Writing
Cover letters provide an opportunity to personalize one's skills, experiences, and interests to a particular position and employer. This presentation addresses the basic structure of a cover letter, relevant content, and appropriate formatting. In-class activities can include pair or group work that involves examining a job description and writing parts of the cover letter. A class discussion and critique of student work can follow.

Interview Preparation
This presentation covers strategies before, during, and after the interview that will help build student confidence levels before they go on that first major interview. We will give students tips for preparing effectively for an interview, dressing for success, and handling behavioral-based questions. Practice exercises such as developing examples/stories that address core competencies and engaging in role-playing with peers can be included.

Internship Search Strategies
Students will gain an understanding of the value that completing an internship has in enhancing their marketability for securing full-time career opportunities or for gaining admission into graduate/professional school programs. Moreover, students will learn various online and in-person strategies for conducting an effective internship search, as well as best practices to keep in mind while completing an internship. Finally, students are acquainted with how career advisors can guide them in resume and cover letter writing, networking strategies, and interviewing skills, all as part of the process in pursuing internship opportunities.

Job Search Strategies
Searching for a job requires time, effort, and a targeted strategy. This presentation discusses where to begin the process, what strategies and resources are most effective, and the impact of networking.

Networking Strategies
Developing professional connections is a lifelong career-building skill. This presentation introduces students to the importance of networking in finding internships and jobs, how to develop a strategy for success, practice with creating an elevator speech, and how to create a student business card. A demonstration of the BenU Network (professional networking tool) is also provided.

Basics of LinkedIn
LinkedIn is the largest professional network on the internet and has more than 706 million members in over 200 countries and territories. Topics covered in the presentation include creating a solid professional profile and utilizing key features such as messaging. Demonstrations on navigating features such as searching for connections, setting up job alerts, and searching for professional groups are also provided.

Personal Branding: How to Develop Your Appeal
Students are introduced to the concept of branding; what elements represent their brand, and how to build a brand that communicates their value and what they stand for. Exercises are included that assist students in understanding their current brand, their values associated with their brand, and how others perceive their brand.

Career Exploration: Where to Begin in Career
Career exploration begins with the self-assessment process. Work and life values and interests play an important role in choosing a career path. In this presentation, students can explore their values and interests through individual and group exercises. Online resources for career exploration are shared, which include the BenU Network, an online tool to connect with Benedictine alumni for job shadowing, informational interviewing, and mentoring opportunities.

PathwayU Career Assessment Review of Results*
PathwayU helps students clarify their values, interests, personality traits, and workstyle preferences, and it generates ideas of compatible career paths to these variables. Students complete PathwayU on their own in advance of the classroom presentation, and then results are reviewed and interpreted via a demonstration of navigating the tool and through group discussion.

There is also a more in-depth classroom assignment for PathwayU that can be incorporated into your course. See the additional handout on career assignments for those details.