A Menu of Services for Student Club & Organization meetings

Keep these presentation topics in mind when planning your semester’s activities and events!

APPETIZERS - AWARENESS & ASSESSMENT

- Discovering your Type & Assessing your Interests
- F.O.C.U.S. - Imagine your possibilities! Design your future!
- Decisions! Decisions! - Choosing majors & setting career goals
- What can you do with a Major in...?

ENTRÉES - "E" is for Exploration

- Gaining Experience through Externships, Internships & Summer Jobs
- Making a Career Event work for you—Benefiting from Job Fairs & Career Workshops
- "Job Search: 101" — Landing the Job of Your Dreams
- Graduate School... Is it for you? Making the decision - application guidelines

DESSERTS - More than Icing on the Cake

- Resume & Cover Letter Writing
- Polishing up your Interviewing Skills
- Mending Your "Net"work - Don’t let a BIG ONE Get Away!
- "Dress to Impress" — Appropriate interview attire
- "Put your best Fork Forward" — Etiquette dinner/Seminar
- Interviewing Strategies

To place your Order... Contact the Career Services Center in Village II.
call 757.455.3337 or e-mail Career_services@vwc.edu

Career Services center - Virginia Wesleyan College - www.vwc.edu/careerservices
Place your order from our à la carte menu

Today’s date: ________________________

NAME OF REQUESTING CLUB/Organization: __________________________________________________________

CONTACT PERSON: ___________________________________________________________________________

PHONE: ______________________________________    E-MAIL: ____________________________________

Topic/Program requested: (Please refer to Menu on other side for suggestions)

______________________________________________________________________________________

______________________________________________________________________________________

Expected Audience size: ______________________    Desired Program Length: ___________________________

Preferred Date*: ____________________________ Preferred Time: _________________________________

Alternate Date: _____________________________ Alternate Time: _________________________________

Location of Event: Bldg_____________________________    Room #: ____________________

* Please allow a TWO WEEK NOTICE for each request

(For Career Services center use only)

Date received: ______________________________________ Date confirmed: __________________________________________

Program Presenter: ___________________________________________________________    Attendance: _____________________

Notes: __________________________________________________________________________________________________

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