



We bring the information and resources from the MU Career Center to YOU! A trained Career Specialist presents each program either at your location or in the MU Career Center.

GENERAL

Career Center Tour: An ON-SITE overview of services and resources provided at the Career Center.

Duration: 15 minutes

Suggested Audience Size: approximately 15

Information Booth: If you are hosting an event, we can staff a table to provide Career Center resources.

RESUMES AND INTERVIEWING

Creating Your Resume & Cover Letter: (for groups who have not created these documents or only have a first draft) Learn everything needed to begin building the perfect resume and cover letter. Covers preparation, purpose, content, formatting and common feedback.

Duration: 45 minutes

Suggested Audience Size: Unlimited

Revising Your Resume: (for groups who already have a solid resume created: suggested to bring a copy to presentation) Learn how to review your resume to tighten formatting, improve content, and produce an employer-ready copy.

Duration: 45 minutes

Suggested Audience Size: Unlimited

Successful Interviewing: All the vital information about interviewing is presented in an interactive presentation, including topics such as answering common questions, dressing for success, and more.

Duration: 45 minutes

Suggested Audience Size: Unlimited

EXPLORATION

Major & Career Exploration: Still deciding? Find strategies and information to help the exploring student find a direction that fits interests, abilities, and values in both a major and possible careers in the future.

Duration: 45 minutes

Suggested Audience Size: Unlimited

Values Auction: An interactive and competitive game where participants bid on job values, which helps them evaluate critical pieces of a possible future career.

Duration: 45 minutes

Suggested Audience Size: approximately 20

Experiential Learning: Review ideas to where to gain vital hands-on experience through internships, co-ops, and volunteer opportunities as an undergraduate to market yourself after graduation.

Duration: 45 minutes

Suggested Audience Size: Unlimited

JOB SEARCH STRATEGIES

The Job Search: (for groups with beginner/intermediate job seekers) Find out strategies of preparing for and conducting a job search through networking, research, and various resources.

Duration: 45 minutes

Suggested Audience Size: Unlimited

College to Career Transition: (for groups with graduating students) Entering the real world soon? Learn about job search tips, offer evaluation, job negotiation, and thoughts about the first year on the job.

Duration: 45 minutes

Suggested Audience Size: Unlimited

Networking: "It's who you know" is a common phrase a job seeker may hear, but it is difficult to know where to start making connections. Strategies and cautions of career networking are all included.

Duration: 45 minutes

Suggested Audience Size: Unlimited

Preparing for Career Fairs: Not to be taken lightly, a career fair should be treated very similarly to an interview in preparation and approach. Find out how to maximize your interactions at any event.

Duration: 45 minutes

Suggested Audience Size: Unlimited

OFFICE USE

ENTERED/EMAILED REQUESTOR

FOUND PRESENTER

REMINDED REQUESTOR

ONLY:

_____ (INITIALS)

_____ (INITIALS)

_____ (INITIALS)



Outreach Program Request Form

PLEASE RETURN THIS FORM AT LEAST **TWO WEEKS** BEFORE REQUESTED PROGRAM DATE TO THE MU CAREER CENTER

Today's Date: _____

Contact Person: _____

E-mail Address: _____

Phone Number: _____

Type of Program Requested (please check ONE line):

Please see the back of this form for a description of each presentation.

_____ Creating Your Resume & Cover Letter

_____ Revising Your Resume

_____ Successful Interviewing

_____ Major & Career Exploration

_____ Values Auction

_____ Experiential Learning

_____ The Job Search

_____ College to Career Transition

_____ Networking

_____ Preparing for Career Fairs

_____ Career Center Tour

_____ Information Booth (recruitment event)

Additional Comments for Program Request:

Program Details:

Preferred Program Date: _____ Preferred Program Time*: _____

Alternate Program Date: _____ Alternate Program Time*: _____

**Outreach is available to do presentations with starting times between: Monday-Thursday, 9am-7pm and Friday 9am-3pm)*

Program Length (most are designed to be 45-minute programs): _____

Name of Organization or Class: _____

Anticipated Audience Size: _____

Target Audience: _____

Program Location: _____ (include building and room number)

Is the room equipped with a projector? Yes or No

Is there a laptop available? Yes or No

Would you like to have your presentation in the MU Career Center*? Yes or No

**Only available for presentations after 5pm except for Career Center Tour*

University of Missouri • MU Career Center, 2009

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