



The Wheaton College Career Services Office wants to partner with you as we seek to support each student as they transition from their College experience to their Life's Path.

Our Mission is to guide students and alumni through a Life Planning Process which includes the **development** of career building skills, opportunity **awareness**, gifts and interests **assessment**, and **exposure** to out of classroom learning experiences.

A critical way we can increase interest in our services is by communicating and connecting with students through classroom presentations and through the Senior Seminar classes. Please take a moment to review the listing of presentations and their descriptions attached to this document. We are prepared to present anywhere from 10 minutes to an hour.

Please consider partnering with us as we walk alongside the students during this phase of their Life's Journey. We know you will find our presentations practical, proven and professional.

Call us at extension 5048 or send us an e-mail if you have any questions at: career.services@wheaton.edu.

Career Services Classroom Presentations and Workshops

God's Plan is Seldom Linear!

Helping students understand that career development is Life Planning Process.

A Liberal Arts Education in a Conservative Market

A Liberal Arts degree is a valuable key to opening the door to opportunity in whatever field you are being called to!

This workshop teaches students how to market their learning experiences and helps them focus on their transferable skills.

Six Degrees of Exploration

Helping students explore all the career possibilities in their academic major.

Using the Information Superhighway to Road Trip your Way to a Job

Helping students identify where to look and how to cover all the bases.

Let's Talk

In an age of Instant Messaging, do you know how to respond to an interviewer's probing inquiry? This presentation will give you the knowledge and confidence you need to make every interview a great interview.

Overcoming the Fear Factor: Making Conversation and Networking

Public speaking ranks high on most people's anxiety meter, but that incidental conversation can often lead to a career opportunity. This workshop will focus on how to effectively mix and mingle during a Job Fest or Recruiting function.

Dear Sir or Madam...

This workshop will focus on how to write effective and powerful applications, e-mails and cover letter that will open doors.

Making the Most of Your Internship

Today's buzzword is Experiential Learning...augmenting one's classroom learning with out of classroom experience. This workshop will examine how to get an internship and how to make the most of it

Crafting a Better Resume

Crafting a resume that floats to the top of the stack takes time and effort. This workshop outlines how to write a great resume and explains what makes a resume stand out from the employer's perspective.

Surviving and Thriving as a New Professional

You got the job. What do you do now? How about some armchair advice that will help you move forward – not backward – in your career? Information for this presentation was gathered from seasoned professionals and employers and will help you make a positive impression in your first job.

Senior Seminar: What's Your Story?

You've spent 3 years in college...now what? While this workshop provides graduating seniors with a summary of services accessible as alumni of Wheaton, our focus is on asking both the philosophical and practical questions concerning their story and how it fits into His Story within this world of work.

Wild Card

Is there is a topic you want the Career Services office to address and it's not covered in this list? Just call us at 630-752-5048, and we will tailor make a workshop that meets your needs!