

Call in the Substitutes

TEAM UP with Career Development staff to conduct an engaging career workshop for your students when other obligations keep you from class.

Our FA 2014 offerings include:

- **Are You LinkedIn?**
- **Tough Interview Questions: Preparation and Practice**
- **Unlocking Career Resources**
- **Convince and Persuade: The Challenge of the Cover Letter**



To make arrangements...

Please contact us with your preferred dates, times, and locations; a minimum of 10-14 days advance notice is advised. Choose a topic of interest from the options or give us freedom to choose one that best fits with your class level and mix of students.

career-development@lvc.edu

Subject line: Call in the Subs

Phone: 717.867.6560

Are You LinkedIn?

Goal: To introduce students to the benefits of creating a LinkedIn profile while they are still in college.

Students will be shown resources and real-life examples to illustrate best practices for creating a LinkedIn profile and will then be led through discussion/activities designed to help them create and manage their professional online reputation.

Tough Interview Questions: Preparation and Practice

Goal: To help students gain an appreciation for how interview questions are designed and the expectations potential employers have of candidates in responding to these questions.

Learning Outcome:

Students will craft a response, using the STAR method, to one tough interview question.

Unlocking Career Resources

Goal: To assist students in getting the maximum benefit from their 24/7 online career management system, JobCenter, and the Center for Career Development website.

Students will gain an understanding of the key components within JobCenter (Profile – Employers – Jobs& Internships – Career Events – Mentors/Career Connections – Resource Library – Partners) and the Center for Career Development website (Resources for Students – What’s Happening).

Convince and Persuade: The Challenge of the Cover Letter

Goal: To introduce the seven (7) basic letters used in the job search process, focusing on the cover letter, to help students understand the impact well-written communication can have.

Learning Outcomes:

- Students will craft the introductory paragraph of a job search letter that draws a connection between themselves and the company of their choosing and/or the people who work there.
- Students will review a job description and make a list of the skills, attributes, and tasks the employer seeks.
- Students will identify examples from their background that illustrate they are a good match for the reviewed job description position.