

Request Classroom Presentation

Our staff is available to make presentations to classes or groups on various topics including résumé writing, interview preparation, and job search techniques.

Presentation Topics

- **Career and Transfer Services Office Overview**
Orients students to the services offered by the Job Placement Office. Includes information on job search assistance, resume advice, interview preparation, and the Lee College Job Link.
- **Job Search Techniques**
Describes the job search process. Includes information on how to prepare for the job search, places to look for a job, how to research potential employers, and methods of contacting employers.
- **Résumé Writing/Critique**
Discusses general guidelines for writing résumés, different types of résumés, how the résumé should look, what information should be included, and how to deliver resumes to potential employers.
- **Interviewing**
Explains different types of interviews, how to prepare, frequently asked questions, and how to act during and after your interview.
- **Career Portfolio**
Talks about the benefits of having a portfolio, how it should look, what information to include, and how to use it to your advantage.
- **Job Fair Strategies**
Discusses why job fairs are important and ways to market yourself to potential employers.

To request a presentation, [contact us](#) at least two weeks before the anticipated date. You will be contacted within a few days to discuss your request.

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