

## *When Ordering...*

- Don't see what you want? Ask if we can create it for you!
- Sessions led by Career Services staff or other professionals
- Students who have experience in any given topic are encouraged to attend and contribute!
- Programs are from 30 minutes to 1 1/2 hours (1 hr preferred)
- Please request programs two weeks or more in advance
- Programs based on availability of staff

*\*\* All publicity and food (if offered) will be provided  
by the host organization \*\**

Interested? Please complete the request form  
and return to Career Services via  
[CareerSRV@westminster-mo.edu](mailto:CareerSRV@westminster-mo.edu),  
in person, or campus mail

Career Services is located in the lower level of Newnham Hall  
573-592-5381

*Meg Langland, M.Ed., LPC  
Director of Career Services  
[Meg.Langland@westminster-mo.edu](mailto:Meg.Langland@westminster-mo.edu)*

*Dan Gomez-Palacio, M.Ed.  
Internship Coordinator  
[Dan.GomezPalacio@westminster-mo.edu](mailto:Dan.GomezPalacio@westminster-mo.edu)*

*Abigail Manwell  
Employer Relations Coordinator  
[Abigail.Manwell@westminster-mo.edu](mailto:Abigail.Manwell@westminster-mo.edu)*

*Thank you!*

## *Career Services Cafe- Take Out Menu*

*Westminster College  
Fulton, MO*

# Appetizers

## Get Grounded with an Internship

Learn how an internship can benefit you in deciding on a career and gaining experience in your field of choice.

## Decided on a Major or Majorly Confused?

Discover the resources Career Services has to offer to help you decide on a major and research jobs in your field.

## Sample Platter

Experience what variety of career programs are available.

# Main Courses

## Your Resume: Reflections of You

A resume is an image of yourself. Learn how to create a dynamic first impression and avoid common mistakes.

## Interviewing: Making Yourself Shine

Go through the basics of an interview, how to prepare, and what to do afterwards, all to leave a lasting impression.

## Networking: It's All about Who You Know

Find out ways to connect with professionals in your field through alumni, Greek life, and the Office of Career Services.

## Get in: Unlock the Door to Graduate School

Learn how to identify what type of program would best suit you. Find out what schools expect and how to make your application, personal essay, and interview stand out.

# Main Courses (continued)

## Job Search: Casting a Wide Net

Learn how to utilize various job searching tools such as eRecruiting. Discover the necessary steps to a successful job/ internship hunt. Take advantage of great networking opportunities offered by Westminster alumni mentors.

## Get your Fork in the Door: the Dining Interview

Not all interviews take place in the office. Our professional etiquette dinner provides you pointers on dining protocol during a meal. Advice also given on mix and mingling.

# Desserts (for a great finish!!)

## Dress for Success

Learn the difference between business casual and professional attire and when they are appropriate.

## Backpack to Briefcase

Transitioning from college life to the working world can be a challenge, but with our advice, less stressful.

## Professional Electronic Communication

An overview of the proper use of technology when communicating in the workplace.

## How to Approach a Career Fair

Learn how to dress, prepare, and talk to employers and recruiters, leaving a positive lasting impression.

*Career Café Office of Career Services Presentations  
Westminster College, Fulton, MO  
Request Form*

Name of Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

E-mail: \_\_\_\_\_

Preferred Date & Time for Presentation: \_\_\_\_\_

Number of Participants (approx.): \_\_\_\_\_

Place: \_\_\_\_\_

**Availability of Technical Equipment:**

Video projector       Laptop       Screen

**Interested in the Following Programs:**

\_\_\_\_\_ **1. Appetizers**

- Get Grounded with an Internship
- Decided on a Major or Majorly Confused?
- Sample Platter

\_\_\_\_\_ **2. Main Courses**

- Your Resume: Reflections of You
- Interviewing: Making Yourself Shine
- Networking: It's All about Who You Know
- Get in: Unlock the Door to Graduate School
- Job Search: Casting a Wide Net
- Get Your Fork in the Door: the Dining Interview

\_\_\_\_\_ **3. Dessert (for a great finish!)**

- Dress for Success
- Backpack to Briefcase
- Professional Electronic Communication
- How to Approach a Career Fair

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