

# CSC Career Café

## A MENU OF SERVICES FOR STUDENT CLUB & ORGANIZATION MEETINGS

*KEEP THESE PRESENTATION TOPICS IN MIND WHEN PLANNING  
YOUR SEMESTER'S ACTIVITIES AND EVENTS!*

### **APPETIZERS - AWARENESS & ASSESSMENT**

DISCOVERING YOUR TYPE & ASSESSING YOUR INTERESTS  
F.O.C.U.S. - IMAGINE YOUR POSSIBILITIES! DESIGN YOUR FUTURE!  
DECISIONS! DECISIONS! - CHOOSING MAJORS & SETTING CAREER GOALS  
WHAT CAN YOU DO WITH A MAJOR IN...?

**FREE  
DELIVERY!**

### **ENTRÉES - "E" IS FOR EXPLORATION**

GAINING EXPERIENCE THROUGH EXTERNSHIPS, INTERNSHIPS & SUMMER JOBS  
MAKING A CAREER EVENT WORK FOR YOU- BENEFITING FROM JOB FAIRS & CAREER WORKSHOPS  
"JOB SEARCH: 101" - LANDING THE JOB OF YOUR DREAMS  
GRADUATE SCHOOL . . . IS IT FOR YOU? MAKING THE DECISION - APPLICATION GUIDELINES

### **DESSERT - MORE THAN ICING ON THE CAKE**

RESUME & COVER LETTER WRITING  
POLISHING UP YOUR INTERVIEWING SKILLS  
MENDING YOUR "NET"WORK - DON'T LET A BIG ONE GET AWAY!  
"DRESS TO IMPRESS" - APPROPRIATE INTERVIEW ATTIRE  
"PUT YOUR BEST FORK FORWARD" - ETIQUETTE DINNER/SEMINAR  
INTERVIEWING STRATEGIES

TO PLACE YOUR ORDER... CONTACT THE CAREER SERVICES CENTER IN VILLAGE II,  
CALL 757.455.3337 OR E-MAIL [KBOURDOW@VWC.EDU](mailto:kbourdow@vwc.edu)

# CSC Career Café

PLACE YOUR ORDER FROM OUR À LA CARTE MENU

**FREE  
DELIVERY!**

TODAY'S DATE: \_\_\_\_\_

NAME OF REQUESTING CLUB/ORGANIZATION: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

TOPIC/PROGRAM REQUESTED: (PLEASE REFER TO MENU)

\_\_\_\_\_  
\_\_\_\_\_

EXPECTED AUDIENCE SIZE: \_\_\_\_\_ DESIRED PROGRAM LENGTH: \_\_\_\_\_

PREFERRED DATE\* : \_\_\_\_\_ PREFERRED TIME: \_\_\_\_\_

ALTERNATE DATE: \_\_\_\_\_ ALTERNATE TIME: \_\_\_\_\_

LOCATION OF EVENT: BLDG \_\_\_\_\_ ROOM #: \_\_\_\_\_

**\* PLEASE ALLOW A TWO WEEK NOTICE FOR EACH REQUEST**

FORWARD THIS ORDER FORM TO THE CAREER SERVICES CENTER, VILLAGE II (FAX: 757.233.8748)

(FOR CAREER SERVICES CENTER USE ONLY)

DATE RECEIVED: \_\_\_\_\_ DATE CONFIRMED: \_\_\_\_\_

PROGRAM PRESENTER: \_\_\_\_\_ ATTENDANCE: \_\_\_\_\_

NOTES: \_\_\_\_\_

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