Partnering with Faculty

Career Services has found that the most effective way in reaching out to students to discuss career planning issues and techniques is through having a strong relationship with the academic departments. Below are a few ways for us to better connect and share information.

**Presentations:** Invite Career Services to speak! We are available to present on the following topics:

- Overview of Career Services
- Finding Your Career Focus
- Choosing the Right Major
- Assessing Your Personality Using the Myers-Briggs Type Indicator
- Writing Effective Resumes & Cover Letters
- Creating a Professional Portfolio
- Job and Internship Search Strategies
- Networking Your Way to a Great Job
- On-line Job Search Strategies
- Acing Your Interview
- Graduate School Selection and Application
- Evaluating and Negotiating Job Offers
- Succeeding in Your First Job
- Business and Professional Etiquette
- Designing Web-based Resumes and Portfolios

Requesting a Presentation: If you are interested in having a member of Career Services speak to your class, please go to our website and complete the on-line form at www.uwrf.edu/CareerServices/FacultyAndStaffResources.cfm. We appreciate advanced notice, and will make every attempt to accommodate your request.

**Career Assistance:** Career Counselors and Peer Advisors are available for students to meet with to discuss any of the following topics:

- Clarify their career and major goals through the use of career assessment inventories, career exploration resources, and discussion.
- Gain information about career options open to various majors as well as provide specific information about careers.
- Develop a plan for co-curricular and internship involvement during their college years in order to gain the experience that employers seek.
- Develop a job search strategy and help find internships and full-time jobs.
- Write resumes and cover letters.
- Develop a professional portfolio.
- Prepare for interviews.
- Hire-a-Falcon registration.
- Apply to graduate or professional school.

**Career Events & Programs:** Several major career events and programs are hosted every year by Career Services. Visit Career Services’ website at www.uwrf.edu/CareerServices for a complete listing of upcoming events and workshops.

**Referring Students and Alumni to Career Services**

Career Services can assist a student in all stages of the career decision-making and planning process, whether it is choosing a major, exploring career options, networking with professionals, writing professional resumes and letters, conducting the job search or investigating and applying to graduate school. We continue to provide our services for alumni of UW-River Falls.

If you have a student or alumnus that you wish to refer to Career Services, please feel free to have the individual contact us to make an appointment, or stop in to visit with us. If you wish, call us personally to relay pertinent information about your referral if you think it will help us with assisting the student.