

### Career Education Class Visit Topics

Topic	Description	Approx. Time
Majors and Careers	-Self-Assessment through Focus 2 -Career Knowledge -Informational Interviewing	45 min
Resume	-How to Write a Resume	30 min
Cover Letter	-How to Write a Cover Letter	30 min
Elevator Pitch and Networking	-Learn about and create and elevator pitch -Introduction to effective networking	45 min
Professionalism	-Professional Etiquette -Professional Communication -Professional Attire	30 min
Internships	-Value of an Internship -Effective Search Strategy -Earning Credit -Mercy College Internship Grant	45 min
Interviewing	-Overview -Common Questions -Big Interview	45 min
Career Fairs	-Prepare/ Attend/ Follow Up	15 min
Job Search	-Targeted Search Plan -Career Maverick/Job Board -References -Thank You Notes	45 min
Linked In	-Build Your Profile -Making Connections	45 min
What Employers Want: 8 Career Competencies		30 min
Career and Professional Development Overview	-Career Team -Career Communities -Resources/Tools -Events	15 min