The following presentations offered by Michigan Tech Career Services are organized around the professional development competencies identified by the National Association of Colleges and Employers (NACE). NACE is a professional organization that connects college career educators and business recruiters to provide resources and research identifying best practices for professional development and recruiting. The NACE competencies are a set of transferable skills that are highly sought by employers and that prepare students to excel academically and thrive professionally. All of these presentations are available upon request.

NACE Competencies:

**Reflection, Exploration, and Goal Setting**
You have to start somewhere. Figure out how to leverage your strengths and improve upon weaknesses to prepare for your future.

**Resume and/or Cover Letter Writing**
Get ready to draft a resume and/or cover letter. Have your personal information and work history handy.

**Experiential Learning Opportunities (Internships & Co-ops)**
Learn about opportunities to apply your knowledge in real life — job shadowing, informational interviews, internships, and co-ops — and why they’re valuable.

**Interviews**
Tips and tricks on how to be prepared and present your best self during an interview.

**Job Offer Evaluation and Negotiation**
Congrats, you got the offer! Ensure you have the tools to evaluate and negotiate (if and when you should).

**Networking, LinkedIn, and Personal Branding**
Make a lasting impression with an in person elevator pitch, or virtually through online platforms in 30 seconds or less. Ready, set, go!

**CareerFEST! Prep**
Learn how to connect and build relationships with industry professionals like a pro. Something worth celebrating.

**Career Fair Prep**
Word on the street, MTU career fair is a pretty big deal. Make the best of this opportunity by showing up with a plan.

**Job Search Strategies and Resources**
Unlock possibilities, and create an action plan that will get you going. We can present this workshop in the Career Services Learning Center or in the Van Pelt & Opie Library with additional reference resources.

**Succeeding as a Professional**
You don’t know what you don’t know. Learn how to make the most out of transitioning into your career.